



CONTRACT AMENDMENT

ARIZONA DEPARTMENT OF HEALTH SERVICES  
1740 W. Adams, Room 303  
Phoenix, Arizona 85007  
(602) 542-1040

Contract No: ADHS13-043918

Amendment No. 3

Sr. Procurement specialist:  
Elena Beeman

PROGRAM: Behavioral Health Services Administration-MERCY MARICOPA INTEGRATED CARE

Effective July 1, 2014, it is mutually agreed that the Contract referenced is amended as follows:

1. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Uniform Terms and Conditions Paragraph D. Costs and Payments, subparagraph 3, Is hereby revised to add the following:
  - 3.2 State and Local Transaction Privilege Taxes. The State of Arizona is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes

All other provisions shall remain in their entirety.

Contractor hereby acknowledges receipt and acceptance of above amendment and that a signed copy must be filed with the Procurement Office before the effective date

The above referenced Contract Amendment is hereby executed this 8<sup>th</sup> day of August, 2014 at Phoenix, Arizona

Signature

08-07-14

Date


Procurement Officer

Authorized Signatory's Name and Title:

Eddy D. Broadway  
President and CEO  
~~James K. Beckmann, Chairman of the Board~~

Mercy Maricopa Integrated Care

Contractor's Name

	<b>CONTRACT AMENDMENT</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> 1740 W. Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040
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2. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes Special Terms and Conditions, Paragraph O. Requests for Information and Ad Hoc Requests is hereby revised to add/delete the following language:

ADHS may, at any time during the term of this contract, request financial or other information from the Contractor. Responses shall fully disclose all financial or other information requested. Information may be designated as confidential but may not be withheld from ADHS as proprietary. Information designated as confidential may not be disclosed by ADHS without the prior written notification of the Contractor except as required by law. Upon receipt of such requests for information from ADHS, the Contractor shall provide complete, accurate and timely information to ADHS as requested and no later than twenty (20) days after the receipt of the request, unless otherwise specified in the request itself.

If the Contractor believes the requested information is confidential and may not be disclosed to third parties, the Contractor shall provide a detailed legal analysis to ADHS, within the timeframe designated by ADHS, setting forth the specific reasons why the information is confidential and describing the specific harm or injury that would result from disclosure. In the event that ADHS withholds information from a third party as a result of the Contractor's statement, the Contractor shall be responsible for all costs associated with the nondisclosure, including but not limited to legal fees and costs. (delete original language)

3. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes Special Terms and Conditions, Paragraph T. Insurance Requirements, Subparagraph 1. Minimum Scope and Limits of Insurance, is hereby revised to add/delete the following language:

- 1.1.1 Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage.

Delete: Blanket Contractual Liability


1.1.1.4 Damage to Rented Premises \$ 50,000

- 1.1.2 The policy shall include coverage for sexual abuse and molestation. This coverage may be sub-limited to no less than \$500,000. The limits may be included within the General Liability limit, or provided by separate endorsement with its own limits, or provided as separate coverage included with the professional liability.

- 1.1.3 Contractor must provide the following statement on their Certificate(s) of Insurance as provided for in Part E "Sexual Abuse/Molestation coverage is included." Policies/certificates stating that "Sexual Abuse/Molestation coverage is not excluded" **do not** meet this requirement.

- 1.1.4 The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured language:

"The Department of Health Services, the State of Arizona, its Departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor" Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are excess of those required by this Agreement.

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1.1.5 Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor

1.2 Business Automobile Liability

1.2.2 The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured language: *"The Department of Health Services, the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor"*. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Agreement.

1.2.3 Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the State of Arizona, Department of Health Services, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

1.2.4 Policy shall contain a severability of interests provision.

1.3 Worker's Compensation and Employers' Liability

- 1.3.2.1 Each Accident \$1,000,000
- 1.3.2.2 Disease—Each Employee \$1,000,000

1.3.3 Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the State of Arizona, Department of Health Services, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

1.4 Professional Liability (Errors and Omissions Liability)

- 1.4.2 Annual Aggregate \$3,000,000
- 1.4.4 The policy shall cover professional misconduct or wrongful acts for those positions defined in the Scope of Work of this Contract.
- 1.4.5 In the event that the professional liability insurance required by this Agreement is written on a claims-made basis, the Contractor warrants that any retroactive coverage date shall be no later than the effective date of this Agreement; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Agreement is completed (primarily for Healthcare related contracts)

4. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Special Terms and Conditions, Paragraph T, Insurance Requirements, Subparagraph 2 Additional Insurance Requirements is hereby revised to add/delete the following

2 **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed (Blanket Endorsements are not acceptable) to include, the following provisions Subcontractors not currently having these provisions in place shall do so upon insurance policy renewal:



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- 2.1 The Department of Health Services, the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract
2.2 The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary insurance and that any insurance carried by the Department, and its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621(E).
5. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Special Terms and Conditions, Paragraph T, Insurance Requirements, Subparagraph 4 ACCEPTIBILITY OF INSURERS, is hereby revised to add/delete the following:
4. Insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
6 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Special Terms and Conditions, Paragraph T, Insurance Requirements, Subparagraph 5. VERIFICATION OF COVERAGE: is hereby revised to add/delete the following:
Upon request, all certificates and endorsements (Blanket Endorsements are not acceptable) are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract
7. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Special Terms and Conditions, Paragraph T, Insurance Requirements, Subparagraph 6. SUBCONTRACTORS: is hereby revised to add the following: Require Subcontractors to obtain Certificates of Insurance (ACORD) upon subcontract execution and monitor subcontractor compliance with insurance requirements as least annually.
8 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, Subsection 4. Scope of Services, 4.1 Overview
4.1.10 ADHS/DBHS Policy and Procedures Manual; (change made throughout amendment)
4.1.10 ADHS/DBHS Framework for Prevention in Behavioral Health
9 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, Subsection 4. Scope of Services, 4.4 Behavioral Health Service Delivery Approach, is hereby revised to add the following language:
4.4.8 Expand service delivery to persons determined to have a Serious Mental Illness (SMI) in accordance with Arnold v. ADHS, Stipulation for Providing Community Services and Terminating the Litigation.
10 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 4. Scope of Services, 4.17 Prevention Services, is hereby revised to add/delete the following language:

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4.17.1 Administer a prevention system in conformance with ADHS/DBHS Framework for Prevention in Behavioral Health.

11. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 6 Provider Network, 6.7 Material Network Change-ADHS/DBHS Notification, is hereby revised to add the following language:

6.7.1 Notify ADHS/DBHS in writing within one (1) business day of knowledge or in anticipation of the following:

12. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 6 Provider Network, 6.9 Network Reporting Requirements, is hereby revised to add the following language:

6.9.3 Minimum Network Requirements Verification Template, in conformance with ACOM Policy 436.

6.9.4 Appointment Availability Report, in conformance with ACOM Policy 417

13. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 8. Medical Management, 8.1 General Requirements, is hereby revised to add the following language:

8.1.3 Develop an annual Medical Management (MM) Plan, evaluation, and work plan that includes:

8.1.3.1 Short- and long-term strategies for improving care coordination using the physical and behavioral health care data available for members with behavioral health needs;

8.1.3.2 Criteria to stratify data to identify high risk/high cost members (super utilizer within six (6) months of Contract implementation);

8.1.3.2.1 Documentation of collaboration and meetings with AIHP and AHCCCS Health Plans in their assigned GSA at least semi-monthly to identify and jointly manage shared members that would benefit from intervention and care coordination to improve health outcomes;

8.1.3.2.2 Documentation of the super-utilizer report to ADHS and AHCCCS every six (6) months regarding criteria to identify members, count of members and outcomes;

8.1.3.3 Proposed interventions to improve health care outcomes, such as developing care management strategies to work with acute care providers to coordinate care;

8.1.3.4 Identification of a minimum of one measurable short and long term goal, such as performance indicators, designed to determine the impact of applied interventions such as reduced emergency room visits (all cause, inpatient admissions (all cause), and readmission rates (all cause);

14. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 11. Communications, 11.4 Outreach and Social Marketing, is hereby revised to add the following language:

11.4.6 Provide written informational materials about the availability and accessibility of SABG funded substance abuse (prevention and treatment) services to the community and referral sources including, at a minimum, schools, substance abuse coalitions, and medical providers.



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15. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.2 Financial Reports, is hereby revised to add/delete the following language:

15.2.4 Provide an annual Single Audit Report prepared in accordance with OMB Circular A-133 (whether for profit or non-profit) and an approved cost allocation plan. Notwithstanding the Circular A-133 regulations, the Contractor shall include the SABG and MHBG as major programs for the purpose of this Contract. Additional agreed upon procedures and attestations may be required of the Contractor's auditor as determined by ADHS/DBHS.

16. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.3 Financial Viability/Performance Standards, is hereby revised to add/delete the following language:

15.3.1 Be in material breach of this Contract and subject to financial sanctions, corrective action or other Contract remedies for failure to comply with the financial viability/performance standards in Section 15.3.3. ADHS/DBHS will take into account the Contractor's unique situation when analyzing service expense and administrative ratio results. However, if critical combinations of the Financial Viability/Performance Standards are not met, or if the Contractor's experience differs significantly from other Contractors, ADHS/DBHS may exercise the remedies under this Contract.

15.3.3 Cooperate with ADHS/DBHS' monthly reviews of the ratios and financial viability standards below. The ratios and financial viability standards are as follows:

Defensive Interval: Must be greater than or equal to thirty (30) days. Defensive Interval =  $(\text{Unrestricted Cash} + \text{Current Investments}) / ((\text{Operating Expense} - \text{Non-Cash Expense}) / (\text{Period Being Measured in Days}))$ . Other Assets deemed restricted by ADHS/DBHS are excluded from this ratio.

17. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.4 Sources of Revenue, is hereby revised to add the following language:

15.4.6 Make a retroactive capitation rate adjustment, if applicable, to approximate the cost associated with the Health Insurer Assessment Fee (Assessment Fee), subject to the receipt of documentation from the Contractor regarding the amount of the Contractor's liability for the Assessment Fee. Section 9010 of the Patient Protection and Affordable Care Act (ACA) requires that the Contractor, if applicable, pay an Assessment Fee annually beginning in 2014 based on its respective market share of premium revenues from the preceding year. The cost of the Assessment Fee will include both the Assessment Fee itself and the corporate income tax liability the Contractor incurs related to the Assessment Fee. Upon finalization of method of approach, an AHCCCS ACOM Policy will be available with further details.

18. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.5 Compensation, is hereby revised to delete the following language:



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15.5.7 The Contractor shall;

In conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6, reconcile the Contractor's service expenses to service revenue/net capitation paid to the Contractor for dates of service during the contract year being reconciled for the behavioral health categories/risk groups: CMDP Child, Non-CMDP Child, DDD Child, DDD Adult, GMH/SA, SMI members not receiving physical health care services under this Contract, SMI Integrated members receiving physical health care services under this Contract for purposes of limiting Contractor's profits and losses to four percent (4%). Any losses in excess of four percent (4%) will be reimbursed to the Contractor, and likewise, profits in excess of four percent (4%) will be recouped. It is the intent of ADHS/DBHS that adjudicated encounter data will be used to determine service expenses. DDD child and DDD Adult will be separately reconciled from all other Title XIX/XXI funding.

19 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P Contract Changes, Scope of Work, subsection 15. Financial Management, 15.6 Capitation Adjustments, is hereby revised to add the following language:

15.6.11 Utilize the ADHS transaction updates as identified below:

A monthly capitation transaction file for the SMI members receiving Physical Health care services under this Contract will be produced to provide the Contractor with member-level capitation payment information representing the monthly prospective capitation payment and changes to the previous month's prospective capitation payment resulting from enrollment changes that occur after the previous monthly file is produced. This file will identify mass adjustments to and/or manual capitation payments that occurred at ADHS after the monthly file is produced.

20 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P Contract Changes, Scope of Work, subsection 15. Financial Management, 15.8 Profit Limit for Non-Title XIX/XXI Funds, is hereby revised to add/delete the following language:

15.8.1 Require the Contractor to return all funds not expended on services or administration for Non-Title XIX/XXI state funded eligible persons and shall not allow the Contractor to earn a profit from allocated funds for Supported Housing for Title XIX SMI members, Crisis and Non-Title XIX/XXI SMI. There is no maximum loss for Non-Title XIX/XXI funded programs. Service revenue equals ninety-two percent (92%) of total ADHS/DBHS revenue paid to Contractor in the contract year.

15.8.2 Establish a profit limit on the Contractor's potential profits from the SABG, MHBG, County, and Non-Title XIX/XXI Other funds. The profit limit applies to the profits derived from the funds above and to the profit and losses greater than four percent (4%) earned by related parties that perform any requirement or function of the Contract on the Contractor's behalf.


15.8.3 Calculate the profit limit for the SABG as follows:

Require the Contractor to calculate profits and losses for the SABG separately from other programs;

Limit the Contractor's profits for the SABG to four percent (4%) of service revenue per contract year;

Not apply a maximum loss for the SABG and

Calculate profits and losses as service revenue less service expense. Service revenue equals ninety-two percent (92%) of total SABG

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15 8 4 Calculate the profit limit for the MHBG as follows:

Require the Contractor to calculate profits and losses for the MHBG separately from other programs;

Limit the Contractor's profits for the MHBG to four percent (4%) of service revenue per contract year;

Not apply a maximum loss for the MHBG; and  
 Calculate profits and losses as service revenue less service expense. Service revenue equals ninety-two percent (92%) of total MHBG.

21 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15 Financial Management, 15.11 Recoupments, is hereby revised to add the following language:

15.11.5 Void encounters for claims that are recouped in full. For recoupments that result in an adjusted claim value, the Contractor must submit replacement encounters.

22 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.12 Financial Responsibility for Referrals and Coordination with Acute Health Plans and the Courts, is hereby revised to add the following language:

15.12.2 Recognize that reimbursement for court ordered screening and evaluation services (Court Ordered Treatment) are the responsibility of the County pursuant to A R S. §36-545. For additional information regarding behavioral health services refer to Title 9 Chapter 22 Articles 2 and 12.

23 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15 Financial Management, 15.13 Advancement Distributions, Loans, and Investments of Funds by the Contractor, is hereby revised to add/delete the following language:

15.3.1 Advance or loan funds to subcontracted providers to continue to deliver essential covered services to members;

15.3.2 Advance, invest or loan funds to a related party, affiliate or subcontractor; or


24 Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.14 Management of Federal Block Grant Funds and Other Federal Grants, is hereby revised to add/delete the following language:

15.14.1 Be authorized to expend;

Substance Abuse Block Grant funds (SABG) for planning, implementing, and evaluating activities to prevent and treat substance abuse and related activities addressing HIV and tuberculosis services;

Mental Health Block Grant funds (MHBG) for services for adults with Serious Mental Illness (SMI) and children with serious emotional disturbance (SED); and



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15.14.8 Submit Contractor and provider level expenditure data to ADHS/DBHS consistent with the annual funding levels in the ADHS/DBHS Allocation Schedule for certain allocations of the SABG including substance abuse treatment services, crisis services, primary prevention services, specialty programs and services for pregnant women and women with dependent children and HIV Early Intervention Services and the MHBG including SED and SMI services.

15.14.11 Not expend Federal Block Grant funds for any of the following prohibited activities:

25. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.18 Capitalization Requirements, is hereby revised to add/delete the following language:

15.18.3 Demonstrate the initial unencumbered capitalization amount on or before the Contract Performance Start Date, through a Contractor's balance sheet or bank statement.

26. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.19 Coordination of Benefits and Third Party Liability Requirements, is hereby revised to add/delete the following language:

- (Moved from section 15.23)
- 15.19.10 If the Contractor discovers the probable existence of a liable party that is not known to AHCCCS, or any change in coverage, the Contractor must report the information to the AHCCCS contracted vendor not later than ten (10) days from the date of discovery.
- 15.19.12 Provide an electronic extract of the Casualty cases, including open and closed cases. Data elements include, but are not limited to: the member's first and last name; AHCCCS ID; date of incident; claimed amount; paid/recovered amount; and case status at AHCCCS's request.
- 15.19.13 Verify that a member eligible for Title XXI (KidsCare, BCCTP, and SOBRA Family Planning: Eligibility for KidsCare, BCCTP, and SOBRA Family Planning benefits is not enrolled with any other creditable health insurance plan.
- 15.19.14 Notify AHCCCS immediately if the Contractor becomes aware of any such above coverage. AHCCCS will determine if the other insurance meets the creditable coverage definition in A.R.S. § 36-2982(G).


27. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 15. Financial Management, 15.23 Financial Management Reporting Requirements, is hereby revised to add/delete the following language:

15.23.1 Submit deliverables related to Financial Management and comply with all financial reporting requirements in conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6 and Exhibit 9

15.23.4 Delete

15.23.5 Delete

28. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 17 Information Systems and Data Exchange Requirements, 17.14 AHCCCS Encounter Data Validation Study (EVDS), is hereby revised to add/delete the following language:

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17.14.8 Encounter Data Validation Review Schedule: The Contractor agrees to provide the Bureau of Corporate Compliance a complete schedule of their on-site data validation reviews (Corporate Compliance Ride-along Program) five (5) days after the quarter starts. At a minimum, the Contractor must include the date of the review, the name of the provider/agency to be reviewed, the provider's AHCCCS ID number including the provider type, and the address where the review will be performed in accordance with Exhibit 9 of this Contract.

29. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 20. Subcontracting Requirements, 20.1 Subcontract Relationships and Delegation, is hereby revised to add/delete the following language:

20.1.23 The terms of subcontracts shall be subject to the applicable material terms and conditions of the contract existing between the Contractor and ADHS/DBHS for the provision of covered services.

30. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection 20. Subcontracting Requirements, 20.4 Prevention Subcontracts, is hereby revised to add/delete the following language:

20.4.1 Require the subcontractor to comply with the ADHS/DBHS Framework for Prevention in Behavioral Health.

31. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection Exhibit-7, Documents Incorporated by Reference, is hereby revised to add/delete the following language:

- 7.5 ADHS/DBHS Bureau of Corporate Compliance Operations and Procedures Manual
- 7.12 ADHS/DBHS Office of Program Support Operations and Procedures Manual
- 7.13 ADHS/DBHS Framework for Prevention in Behavioral Health

- (renumber section)

32. Pursuant to Special Terms and Conditions, Page fifteen (15) Provision P. Contract Changes, Scope of Work, subsection Exhibit-9, Deliverables is hereby revised to add/delete the following language:



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4	Ad Hoc	Super Utilizer Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Upon Request
24	Ad Hoc	Request for Advances, Loans, Loan Guarantees, Investments or Equity Distributions to Related Parties or Affiliates	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	Thirty (30) days prior to distribution
26	Ad Hoc	Request for Advances/Loans to Providers	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	Within ten (10) business days prior to advancement of funds
37	Ad Hoc	Unexpected Material Changes that could impair the Provider Network	Network		Within one (1) business day of unexpected material change
80	Annually	Final Audited Financial Statements for All Parent Company and Related Parties earning revenue under this Contract	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	One-hundred twenty (120) days after contractor's related parties fiscal year end
91	Annually	Integrated Health Report	Health Care Development	Chief Medical Officer & <a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Two (2) months after Contract Performance Start Date and Annually thereafter on April 1 <sup>st</sup>
97	Quarterly	System of Care Plan Status Update Report	System of Care		Ten (10) days after quarter end
99	Quarterly	SMI Eligibility Determination Data	BQ&I		DELETED
128	Quarterly	Minimum Network Requirements Verification Template	Network; ACOM Policy 436		Ten (10) days after quarter end
129	Quarterly	Appointment Availability Report	Network; ACOM Policy 417		Ten (10) days after quarter end
131	Quarterly	Provider Affiliation Transmission (PAT) for each individual provider within its provider network	Network		Ten (10) days after quarter end
135	Quarterly	Quality of Care Concern Report	BQ&I		DELETED
148	Monthly	Call Center Data Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	15 <sup>th</sup> day of each month

**UNIFORM TERMS AND CONDITIONS**  
**CONTRACT NO: ADHS13-043918**

**A. Definition of Terms.** As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:

1. "*Attachment*" means any item the Solicitation requires the Offeror to submit as part of the Offer.
2. "*Contract*" means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments.
3. "*Contract Amendment*" means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
4. "*Contractor*" means any person who has a Contract with the State.
5. "*Days*" means calendar days unless otherwise specified.
6. "*Exhibit*" means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
7. "*Gratuity*" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
8. "*Materials*" means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
9. "*Procurement Officer*" means the person, or his or her designee, duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
10. "*Services*" means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
11. "*Subcontract*" means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
12. "*State*" means the State of Arizona and ADHS or Agency of the State that executes the Contract.
13. "*State Fiscal Year*" means the period beginning with July 1 and ending June 30,

**B. Contract Interpretation**

1. Arizona Law. The Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.

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2. Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
3. Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the State and as they may be amended, the following shall prevail in the order set forth below:
  - 3.1 Special Terms and Conditions;
  - 3.2 Uniform Terms and Conditions;
  - 3.3 Statement or Scope of Work;
  - 3.4 Specifications;
  - 3.5 Attachments;
  - 3.6 Exhibits;
  - 3.7 Documents referenced or included in the Solicitation.
4. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.
5. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
6. No Parole Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.
7. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

**C. Contract Administration and Operation**

1. Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
2. Non-Discrimination. The Contractor shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
3. Audit. Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or subcontract.

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4. Facilities Inspection and Materials Testing. The Contractor agrees to permit access to its facilities, subcontractor facilities and the Contractor's processes or services, at reasonable times for inspection of the facilities or materials covered under this Contract. The State shall also have the right to test, at its own cost, the materials to be supplied under this Contract. Neither inspection of the Contractor's facilities nor materials testing shall constitute final acceptance of the materials or services. If the State determines noncompliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the State for testing and inspection.
5. Notices. Notices to the Contractor required by this Contract shall be made by the State to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Solicitation. Notices to the State required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the Contract shall not be necessary.
6. Advertising, Publishing and Promotion of Contract. The Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
7. Property of the State. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the State. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the State.
8. Ownership of Intellectual Property. Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this Contract and any related subcontract ("Intellectual Property"), shall be work made for hire and the State shall be considered the creator of such Intellectual Property. The agency, ADHS, division, board or commission of the State of Arizona requesting the issuance of the Contract shall own (for and on behalf of the State) the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the State, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor (s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the State and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the State. The Intellectual Property shall not be disclosed by Contractor or its subcontractor(s) to any entity not the State without the express written authorization of the agency, ADHS, division, board or commission of the State of Arizona requesting the issuance of this Contract.
9. Federal Immigration and Nationality Act. The Contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further, the Contractor shall flow down this requirement to all subcontractors utilized during the term of the Contract. The State shall retain the right to perform random audits of Contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the Contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the Contractor.

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10. E-Verify Requirements. In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.
11. Offshore Performance of Work Prohibited. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

**D. Costs and Payments**

1. Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the State within thirty (30) days.
2. Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. Destination and shall include all freight delivery and unloading at the destination.
3. Applicable Taxes.
  - 3.1 Payment of Taxes. The Contractor shall be responsible for paying all applicable taxes.
  - 3.2 State and Local Transaction Privilege Taxes. The State of Arizona is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes.
  - 3.3 Tax Indemnification. Contractor and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold the State harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
  - 3.4 IRS W9 Form. In order to receive payment the Contractor shall have a current IRS W9 Form on file with the State of Arizona, unless not required by law.
4. Availability of Funds for the Next State fiscal year. Funds may not presently be available for performance under this Contract beyond the current state fiscal year. No legal liability on the part of the State for any payment may arise under this Contract beyond the current state fiscal year until funds are made available for performance of this Contract.
5. Availability of Funds for the current State fiscal year. Should the State Legislature enter back into session and reduce the appropriations or for any reason and these goods or services are not funded, the State may take any of the following actions:
  - 5.1 Accept a decrease in price offered by the Contractor;

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5.2 Cancel the Contract; or

5.3 Cancel the Contract and re-solicit the requirements.

**6. Data Universal Numbering System (DUNS) Number Requirement**

Pursuant to 2 CFR 25.315 – Data Universal Numbering System (DUNS) Number, no entity, defined as a Government organization, which is a State, local government or Indian Tribe; a foreign public entity; a domestic or foreign nonprofit organization; a domestic or foreign for-profit organization and a Federal agency but only as a subrecipient under an award or subaward to a non-Federal entity (2 CFR part 25, subpart C.), may receive a subaward from ADHS unless the entity provides its DUNS number to ADHS.

**E. Contract Changes**

1. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.
2. Subcontracts. The Contractor shall not enter into any subcontract under this Contract for the performance of this Contract without the advance written approval of the Procurement Officer. The Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The subcontract shall incorporate by reference the terms and conditions of this Contract.
3. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The State shall not unreasonably withhold approval.

**F. Risk and Liability**

1. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
2. Indemnification
  - 2.1 Contractor/Vendor Indemnification (Not Public Agency). The parties to this Contract agree that the State of Arizona, its' Departments, agencies, boards and commissions shall be indemnified and held harmless by the Contractor for the vicarious liability of the State as a result of entering into this Contract. However, the parties further agree that the State of Arizona, its' departments, agencies, boards and commissions shall be responsible for its' own negligence. Each party to this Contract is responsible for its' own negligence.



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- 2.2 Public Agency Language Only. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."
3. Indemnification - Patent and Copyright. The Contractor shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the State of materials furnished or work performed under this Contract. The State shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. If the Contractor is insured pursuant to A.R.S. § 41-621 and § 35-154, this section shall not apply.
4. Force Majeure
- 4.1 Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
- 4.2 Force Majeure shall not include the following occurrences:
- 4.2.1 Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
- 4.2.2 Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
- 4.2.3 Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.
- 4.3 If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

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4.4 Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

5. Third Party Antitrust Violations. The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

**G. Warranties**

1. Liens. The Contractor warrants that the materials supplied under this Contract are free of liens and shall remain free of liens.

2. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the State of the materials, they shall be:

2.1 Of a quality to pass without objection in the trade under the Contract description;

2.2 Fit for the intended purposes for which the materials are used;

2.3 Within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units;

2.4 Adequately contained, packaged and marked as the Contract may require; and

2.5 Conform to the written promises or affirmations of fact made by the Contractor.

3. Fitness. The Contractor warrants that any material supplied to the State shall fully conform to all requirements of the Contract and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.

4. Inspection/Testing. The warranties set forth in subparagraphs 7.1 through 7.3 of this paragraph are not affected by inspection or testing of or payment for the materials by the State.

5. Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Contractor shall maintain all applicable licenses and permit requirements.

6. Survival of Rights and Obligations after Contract Expiration or Termination.

6.1 Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration or termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Chapter 5.

6.2 Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Officer, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

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**H. State's Contractual Remedies**

1. Right to Assurance. If the State in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of Days specified in the demand may, at the State's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the Contract.
2. Stop Work Order.
  - 2.1 The State may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the State after the order is delivered to the Contractor. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
  - 2.2 If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.
3. Non-exclusive Remedies. The rights and the remedies of the State under this Contract are not exclusive.
4. Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of Contract. On delivery of nonconforming materials or services, the State may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
5. Right of Offset. The State shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the State, or damages assessed by the State concerning the Contractor's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

**I. Contract Termination**

1. Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511.

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2. Gratuities. The State may, by written notice, terminate this Contract, in whole or in part, if the State determines that employment or a Gratuity was Offered or made by the Contractor or a representative of the Contractor to any officer or employee of the State for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The State, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity Offered by the Contractor.
3. Suspension or Debarment. The State may, by written notice to the Contractor, immediately terminate this Contract if the State determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an Offer or execution of a contract shall attest that the Contractor is not currently suspended or debarred. If the Contractor becomes suspended or debarred, the Contractor shall immediately notify the State.
4. Termination for Convenience. The State reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the State without penalty or recourse. Upon receipt of the written notice, the Contractor shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.
5. Termination for Default.
  - 5.1. In addition to the rights reserved in the Contract, the State may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
  - 5.2. Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State on demand.
  - 5.3. The State may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the State for any excess costs incurred by the State in procuring materials or services in substitution for those due from the Contractor.
6. Continuation of Performance through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

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**J. Contract Claims**

All contract claims or controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted thereunder.

**K. Arbitration**

The parties to this Contract agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes.

**L. Comments Welcome**

The State Procurement Office periodically reviews the Uniform Terms and Conditions and welcomes any comments you may have. Please submit your comments to: State Procurement Administrator, State Procurement Office, 100 North 15<sup>th</sup> Avenue, Suite 104, Phoenix, Arizona, 85007.

# SPECIAL TERMS AND CONDITIONS

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## **A. Definition of Terms**

All of the definitions in the Uniform Terms and Conditions and Exhibit 1, "Definitions" are incorporated herein.

## **B. Purpose**

Pursuant to provisions of the Arizona Procurement Code, A.R.S. 41-2501, et seq., the State of Arizona, Department of Health Services (ADHS) intends to establish a contract for the materials or services as listed herein.

## **C. Term of Contract**

The "*Term of Contract*" shall commence on the Contract Award Date, include the Contract Transition Period and end thirty six (36) months after the Contract Performance Start Date. Contract Performance Start Date will begin on October 1, 2013, or a later date specified by ADHS, and shall continue for a period of three (3) years thereafter, unless terminated, canceled or extended as otherwise provided herein. The total Contract term for this section will be for three years delivering services to members, plus the Contract Transition Period. The State refers to the first three (3) Contract periods during the Term of Contract as:

1. First Contract period: Starts on the Contract Award Date, includes the Contract Transition Period, and ends twelve (12) months after Contract Performance Start Date.
2. Second Contract period: Starts after the end of the first Contract period and ends (12) months later.
3. Third Contract period: Starts after the end of the second Contract period and ends twelve (12) months later.

## **D. Contract Extensions**

Contract extension periods shall, if authorized by the State, begin after the "Term of Contract" section of these Special Terms and Conditions and are subject to two (2) additional successive periods of twelve (12) months per extension period. The State may extend the Contract for any period of time; extensions are not limited to twelve (12) month periods. The State refers to Contract periods four (4) and five (5) during the Contract Extensions period as:

1. Fourth Contract period: Starts after the end of the third Contract period and ends twelve (12) months later.
2. Fifth Contract period: Starts after the end of the fourth Contract period and ends twelve (12) months later.

## **E. Contract Type**

Firm Fixed-Price. In accordance with Scope of Work, section titled "Financial Management."

## **F. Licenses**

The Contractor shall maintain in current status, all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor.

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## **G. Non-Exclusive Contract**

Any contract resulting from this Solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the State of Arizona. The State reserves the right to obtain like goods or services from another source when necessary, or when determined to be in the best interest of the State.

## **H. Volume of Work**

The ADHS does not guarantee a specific amount of work either for the life of the Contract or on an annual basis.

## **I. Employees of the Contractor**

All employees of the Contractor employed in the performance of work under the Contract shall be considered employees of the Contractor at all times, and not employees of the ADHS or the State. The Contractor shall comply with the Social Security Act, Workman's Compensation laws and Unemployment laws of the State of Arizona and all State, local and Federal legislation relevant to the Contractor's business.

## **J. Order Process**

The award of a contract shall be in accordance with the Arizona Procurement Code. Any attempt to represent any material and/or service not specifically awarded as being under contract with ADHS is a violation of the Contract and the Arizona Procurement Code. Any such action is subject to the legal and contractual remedies available to the state inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Contractor.

## **K. Inspection, Acceptance and Performance Standards**

1. All services, data and required reports are subject to final inspection, review, evaluation and acceptance by the ADHS. The Contractor warrants that all services provided under this Contract will conform to the requirements stated herein. Should the Contractor fail to provide all required services or deliver work products in accordance with Contract standards or requirements, the State shall be entitled to invoke applicable remedies, including but not limited to, withholding payment to the Contractor and declaring the Contractor in material breach of the Contract. If the Contractor is in any manner in default of any obligation or the Contractor's work or performance is determined by the State to be defective, sub-standard, or if audit exceptions are identified, the State may, in addition to other available remedies, either adjust the amount of payment or withhold payment until satisfactory resolution of the default, defect, exception or sub-standard performance. The Contractor shall reimburse the state on demand, or the State may deduct from future payments, any amounts paid for work products or performance which are determined to be an audit exception, defective or sub-standard performance. The Contractor shall correct its mistakes or errors without additional cost to the State. The State shall be the sole determiner as to defective or sub-standard performance.
2. At any time during the term of this Contract, the Contractor and its subcontractors shall fully cooperate with inspections by ADHS, AHCCCS, the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services (CMS) the Comptroller General, the U.S. Office of Civil Rights, or any authorized representative of the Federal or State governments. The Contractor and its subcontractors shall allow the authorized representative of the Federal and State government:

# **SPECIAL TERMS AND CONDITIONS**

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- 2.1. Access to the Contractor's and subcontractor's staff and members.
- 2.2. Access to books and records related to the performance of the Contract or subcontracts for inspection, audit and reproduction. This shall include allowing ADHS to inspect the records of any employee who works on the Contract.
- 2.3. On-site inspection, or other means, for the purpose of evaluating the quality, appropriateness, timeliness, and safety of services performed under this Contract. This inspection shall be conducted at reasonable times unless the situation warrants otherwise.

## **L. Separate Incorporation, Prohibition Against Direct Service Delivery**

1. The Contractor shall be separately incorporated in Arizona or be a separate legal entity from a parent, subsidiary or other affiliated company or corporation for the purpose of conducting business as a Contractor with ADHS, whose sole activity is the performance of the requirements of this Contract.
2. The State may, at its discretion, communicate directly with the governing body or Parent Corporation of the Contractor regarding the performance of the Contractor or the performance of a subcontractor.
3. A.R.S. § 36-3410(C) prohibits a regional behavioral health authority and its subsidiaries from providing behavioral health services directly to clients. Because Special Terms and Conditions , L(1) requires that the Contractor be a separate legal entity in Arizona whose sole activity is the performance of the requirements of this Contract, the statutory prohibition on direct behavioral health service deliver applies to the Contractor and any subsidiary of the Contractor.

## **M. Conflict of Interest**

The Contractor shall not knowingly engage in any actions or establish any relationships, arrangements, contracts or subcontracted provisions that would create a potential or actual conflict of interest (COI) regarding the performance of this Contract. If the Contractor discovers a COI and does not immediately notify ADHS and discontinue any related activities or relationships, ADHS may consider the Contractor to be in breach of this Contract. If, as a result of a COI, ADHS incurs a financial loss to a State or federal program or the Contractor realizes an inappropriate financial gain to its organization, an employee or subcontractor, such loss or gain shall be considered an overpayment subject to recoupment by ADHS. In addition to exercising its remedies under this Contract, ADHS may refer the Contractor's COI activities to the appropriate law enforcement agency as suspected fraud, waste or program abuse.

## **N. Records**

1. The Contractor shall maintain all forms, records, reports and working papers used in the preparation of reports, files, correspondence, financial statements, records relating to quality of care, medical records, prescription files, statistical information and other records specified by ADHS for purposes of audit and program management. The Contractor shall comply with all specifications for record keeping established by ADHS and Federal and State law.
2. The Contractor shall also require its independent auditor of financial statements to maintain all working papers related to an audit for a minimum of six (6) years after the date of the financial statement or completion of the Contract, whichever is longer.



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3. The Contractor shall preserve and make available all records for a period of six (6) years from the date of final payment under this Contract except in the following cases:
  - 3.1 If this Contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of six (6) years from the date of any such termination.
  - 3.2 Records which relate to disputes, litigation, or the settlement of claims arising out of the performance of this Contract, or costs and expenses of this Contract to which exception has been taken by the State, shall be retained by the Contractor until such disputes, litigation, claims, or exceptions have been disposed of, or as required by applicable law, whichever is longer.

## **O. Requests for Information and Ad Hoc Requests**

1. ADHS may, at any time during the term of this contract, request financial or other information from the Contractor. Responses shall fully disclose all financial or other information requested. Information may be designated as confidential but may not be withheld from ADHS as proprietary. Information designated as confidential may not be disclosed by ADHS without the prior written notification of the Contractor except as required by law. Upon receipt of such requests for information from ADHS, the Contractor shall provide complete, accurate and timely information to ADHS as requested and no later than twenty (20) days after the receipt of the request, unless otherwise specified in the request itself.
2. If the Contractor believes the requested information is confidential and may not be disclosed to third parties, the Contractor shall provide a detailed legal analysis to ADHS, within the timeframe designated by ADHS, setting forth the specific reasons why the information is confidential and describing the specific harm or injury that would result from disclosure. In the event that ADHS withholds information from a third party as a result of the Contractor's statement, the Contractor shall be responsible for all costs associated with the nondisclosure, including but not limited to legal fees and costs.

## **P. Contract Changes**

When ADHS issues an Amendment to modify the Contract the provisions of the Amendment shall be deemed to have been accepted sixty (60) days after the date of transmission by ADHS, electronic or mail, even if Contractor has not signed or acknowledged the Amendment. If the Contractor refuses to sign the Amendment, ADHS may exercise its remedies under this Contract.

## **Q. Merger, Reorganization and Change in Ownership**

The Contractor shall obtain prior approval of ADHS and sign a written Contract Amendment for any merger, reorganization or change in ownership of Contractor, or of a subcontracted provider that is related or affiliated with the Contractor. The Contractor shall submit a detailed merger, reorganization and/or transition plan to ADHS for review and include strategies to ensure uninterrupted services to members eligible to receive services, evaluate the new entity's ability to support the provider network, ensure that services to members are not diminished, and that major components of the organization and programs are not adversely affected by the merger, reorganization, or change in ownership.

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## **R. Exhibits**

Documents set forth in the Exhibits 1 through 13, as they may be amended, are incorporated herein and made a part of this Contract.

## **S. Indemnification Clause**

1. Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.
2. In the event of expiration or termination or suspension of the Contract by ADHS, the expiration or termination or suspension shall not affect the obligation of the Contractor to indemnify ADHS for any claim by any third party against the State or ADHS arising from the Contractor's performance of this Contract and for which the Contractor would otherwise be liable under this Contract.

*This indemnity shall not apply if the Contractor or Sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.*

## **T. Insurance Requirements**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

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1. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall ensure coverage with limits of liability not less than those stated below, as applicable in accordance with the services provided by the Subcontractor.

## 1.1 Commercial General Liability – Occurrence Form

- 1.1.1 Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage.

1.1.1.1 General Aggregate \$2,000,000

1.1.1.2 Products–Completed Operations Aggregate \$1,000,000

1.1.1.3 Personal and Advertising Injury \$1,000,000

1.1.1.4 Damage to Rented Premises \$ 50,000

1.1.1.5 Each Occurrence \$1,000,000

- 1.1.2 The policy shall include coverage for sexual abuse and molestation. This coverage may be sub-limited to no less than \$500,000. The limits may be included within the General Liability limit, or provided by separate endorsement with its own limits, or provided as separate coverage included with the professional liability.

- 1.1.3 Contractor must provide the following statement on their Certificate(s) of Insurance as provided for in Part E “Sexual Abuse/Molestation coverage is included.” Policies/certificates stating that “Sexual Abuse/Molestation coverage is not excluded” **do not** meet this requirement.

- 1.1.4 The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured language:

*“The Department of Health Services, the State of Arizona, its Departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Agreement.*

- 1.1.5 Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

## 1.2 Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- 1.2.1 Combined Single Limit (CSL) \$1,000,000

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1.2.2 The policy shall be endorsed (Blanket Endorsements are not acceptable) to include the following additional insured language:

*“The Department of Health Services, the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Agreement.*

1.2.3 Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the State of Arizona, Department of Health Services, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

1.2.4 Policy shall contain a severability of interests provision.

## 1.3 Worker's Compensation and Employers' Liability

1.3.1 Workers' Compensation Statutory

1.3.2 Employers' Liability

1.3.2.1 Each Accident \$1,000,000

1.3.2.2 Disease—Each Employee \$1,000,000

1.3.2.3 Disease—Policy Limit \$1,000,000

1.3.3 Policy shall contain a waiver of subrogation endorsement (Blanket Endorsements are not acceptable) in favor of the State of Arizona, Department of Health Services, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

1.3.4 This requirement shall not apply to: Separately, EACH Contractor or subcontractors exempt under A.R.S. 23-901, and when such Contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

## 1.4 Professional Liability (Errors and Omissions Liability)

1.4.1 Each Claim \$1,000,000

1.4.2 Annual Aggregate \$3,000,000

1.4.3 In the event that the professional liability insurance required by this

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Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

1.4.4 The policy shall cover professional misconduct or wrongful acts for those positions defined in the Scope of Work of this Contract.

1.4.5 In the event that the professional liability insurance required by this Agreement is written on a claims-made basis, the Contractor warrants that any retroactive coverage date shall be no later than the effective date of this Agreement; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Agreement is completed. (primarily for Healthcare related contracts)

2. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed (Blanket Endorsements are not acceptable) to include, the following provisions. Subcontractors not currently having these provisions in place shall do so upon insurance policy renewal:
  - 1.1 The Department of Health Services, the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
  - 1.2 The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary insurance and that any insurance carried by the Department, and its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
  - 1.3 Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
3. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **The Arizona Department of Health Services, 1740 West Adams, Room, 303, Phoenix, AZ 85007** and shall be sent by certified mail, return receipt requested.
4. **ACCEPTABILITY OF INSURERS:** Insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
5. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a

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person authorized by that insurer to bind coverage on its behalf.

Upon request, all certificates and endorsements (Blanket Endorsements are not acceptable) are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **The Arizona Department of Health Services, 1740 West Adams, Room 303, Phoenix, AZ 85007**. All subcontractors are required to maintain insurance and to provide verification upon request. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

6. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies or upon request, the Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor upon request. All coverages for subcontractors shall be subject to the minimum requirements identified above. Subcontractor adherence to insurance requirements shall be verified by the Contractor in CYE 2014 for all existing subcontracts and thereafter as new subcontracts are initiated. Require Subcontractors to obtain Certificates of Insurance (ACORD) upon subcontract execution and monitor subcontractor compliance with insurance requirements as least annually.
7. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the contracting agency in consultation with the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
8. **EXCEPTIONS:** In the event the Contractor or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-insurance. If the Contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

## **U. Health Insurance Portability and Accountability Act (HIPAA) of 1996**

1. The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Government Information Technology Agency (GITA), Statewide Information Security and Privacy Office (SISPO) Chief Privacy Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.
2. If requested by the ADHS Procurement Office, Contractor agrees to sign a "Pledge To

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Protect Confidential Information” (Exhibit 13) and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the GITA/SISPO Chief Privacy Officer and HIPAA Coordinator.

## **V. Pandemic Contractual Performance**

1. The State shall require a written plan that illustrates how the Contractor shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at any time prior or post award of a Contract. At a minimum, the pandemic performance plan shall include:
  - 1.1. Key succession and performance planning if there is a sudden significant decrease in Contractor’s workforce.
  - 1.2. Alternative methods to ensure there are products in the supply chain.
  - 1.3. An up to date list of company contacts and organizational chart, upon request.
2. In the event of a pandemic, as declared the Governor of Arizona, U.S. Government or the World Health Organization, which makes performance of any term under this Contract impossible or impracticable, the State shall have the following rights:
  - 2.1. After the official declaration of a pandemic, the State may temporarily void the Contract(s) in whole or specific sections, if the Contractor cannot perform to the standards agreed upon in the initial terms.
  - 2.2. The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code.
  - 2.3. Once the pandemic is officially declared over and/or the Contractor can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided Contract(s).
3. The State at any time, may request to see a copy of the written plan from the Contractor. The Contractor shall produce the written plan within seventy-two (72) hours of the request.

## **W. Anti-Kickback**

1. The Contractor or any director, officer, agent, employee or volunteer of the Contractor shall not request nor receive any payment or other thing of value either directly or indirectly, from or for the account of any subcontractor (except such performance as may be required of a subcontractor under the terms of its subcontract) as consideration for or to induce the Contractor to enter into a subcontract with the subcontractor or any referrals of enrolled persons to the subcontractor for the provision of covered behavioral health services.

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2. The Contractor shall certify that it has not engaged in any violation of the Medicare Anti-Kickback statute (42 USC §§1320a-7b) or the “Stark I” and “Stark II” laws governing related-entity referrals (P.L.101-239 and P.L. 101-432) and compensation there from. If the Contractor provides laboratory testing, it certifies that it has complied with 42 CFR 411.361 and has sent to ADHS and AHCCCS simultaneous copies of the information required by that rule to be sent to the CMS, by signing the Contract.

## **X. Clinical Laboratory Improvement Amendments**

The Contractor shall comply with Clinical Laboratory Improvement Amendments of 1988. The Clinical Laboratory Improvement Amendment (CLIA) of 1988 requires laboratories and other facilities that test human specimens to obtain either a CLIA Waiver or CLIA Licensure Certificate in order to obtain reimbursement from the Medicare and Medicaid programs. In addition, the Contractor must meet all the requirements of 42 CFR 493, Subpart A. To comply with these requirements, AHCCCS or ADHS requires all clinical laboratories to provide verification of CLIA Licensure or Certificate of Waiver during the provider registration process. Failure to do so shall result in either a termination of an active provider ID number or denial of initial registration. These requirements apply to all clinical laboratories. Pass-through billing or other similar activities with the intent of avoiding the above requirements are prohibited. The Contractor may not reimburse providers who do not comply with the above requirements.

## **Y. Use of Funds for Lobbying**

The Contractor shall not use funds paid to the Contractor by ADHS, or interest earned, for the purpose of influencing or attempting to influence any officer or employee of any State or Federal agency; or any member of, or employee of a member of, the United States Congress or the Arizona State Legislature 1) in which it asserts authority to represent ADHS or advocate the official position of ADHS in any matter before a State or Federal agency; or any member of, or employee of a member of, the United States Congress or the Arizona State Legislature; or 2) in connection with awarding of any Federal or State contract, the making of any Federal or State grant, the making of any Federal or State loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal or State contract, grant, loan, or cooperative agreement.

## **Z. Contract Claims; Claim Disputes; Payment Obligations**

### 1. Resolution of Contract Claims

Contract Claims shall be resolved in accordance with the Uniform Terms and Conditions, “Contract Claims” section.

### 2. Claim Disputes

A Contractor Claim Dispute is the Contractor’s dispute of a payment, denial or recoupment of the payment of a claim, or imposition of a sanction, by ADHS. All Contractor Claim Disputes with ADHS shall be resolved in accordance with the process set forth in the ADHS Policy on Claim Disputes.

### 3. Payment Obligations

The Contractor shall pay and perform all of its obligations and liabilities when and as due, provided, however, that if and to the extent there exists a bona fide dispute with any party to whom the Contractor may be obligated, the Contractor may contest any obligation so disputed until final determination by a court of competent jurisdiction; provided, however,



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that the Contractor shall not permit any judgment against it or any levy, attachment, or process against its property, the entry of any order or judgment of receivership, trusteeship, or conservatorship or the entry of any order to relief or similar order under laws pertaining to bankruptcy, reorganization, or insolvency, in any of the foregoing cases to remain undischarged, or unstayed by good and sufficient bond, for more than fifteen (15) days. Service recipients may not be held liable for payment in the event of the Contractor's insolvency, ADHS' failure to pay the Contractor, or ADHS' or the Contractor's failure to pay a provider.

## AA. Contract Termination

### 1. Termination upon Mutual Agreement

This Contract may be terminated by mutual written agreement of the parties effective upon the date specified in the written agreement. If the parties cannot reach agreement regarding an effective date for termination, ADHS will determine the effective date.

### 2. Voidability of Contract

This Contract is voidable and subject to immediate termination by ADHS upon the Contractor becoming insolvent or filing proceedings in bankruptcy or reorganization under the United States Code, or upon assignment or delegation of the Contract without the prior written approval of ADHS.

### 3. Contract Cancellation

ADHS reserves the right to cancel this Contract, in whole or in part, due to a failure by the Contractor to carry out any material obligation, term or condition of the Contract. ADHS shall issue written notice to the Contractor of the intent to cancel the Contract for acting or failing to act, as in any of the following:

- 3.1 The Contractor fails to adequately perform the services set forth in the specifications of the Contract including the documents incorporated by reference;
- 3.2 The Contractor fails to complete the work required or to furnish required materials within the time stipulated by the Contract; or
- 3.3 The Contractor fails to make progress in improving compliance with the Contract or gives ADHS reason to believe that the Contractor will not or cannot improve performance to meet the requirements of the Contract.

### 4. Response to Notice of Intent to Cancel

Upon receipt of the written notice of intent to cancel the Contract, the Contractor shall have ten (10) days to provide a satisfactory response to ADHS. Failure on the part of the Contractor to adequately address all issues of concern may result in ADHS implementing any single or combination of the following remedies:

- 4.1 Cancel the Contract and send a Notice of Termination;
- 4.2 Reserve all rights or claims to damage for breach of any covenant of the Contract, and/or

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4.3 Perform any test or analysis on materials for compliance with the specifications of the Contract. If the result of any test confirms a material non-compliance with the specifications, any reasonable expense of testing shall be borne by the Contractor.

5. ADHS' Rights Following Contract Cancellation

If the Contract is cancelled, ADHS reserves the right to purchase materials or to complete the required work in accordance with the Arizona Procurement Code. ADHS may recover any reasonable excess costs resulting from these actions from the Contractor by:

5.1 Deduction from an unpaid balance;

5.2 Collection against the bid and/or performance bond or performance bond substitute; and

5.3 Any combination of the above or any other remedies as provided by law.

6. Contractor Obligations

In the event the Contract or any portion thereof, is terminated for any reason, or expires, the Contractor shall assist ADHS in the transition of members to another contractor at Contractor's expense and according to the timeline identified by ADHS. The Contractor shall provide ADHS with verbal and written Transition Plan updates and shall cooperate and communicate with ADHS to resolve transition issues to ADHS' satisfaction. In addition, ADHS reserves the right to extend the term of the Contract on a month-to-month basis to assist in any transition of members.

The Contractor shall:

6.1 Make provisions for continuing all management and administrative services and the provision of direct services to members until the transition of all members is completed and all other requirements of this Contract are satisfied;

6.2 Designate a person with appropriate training to act as the transition coordinator. The transition coordinator shall interact closely with ADHS and the staff from the new contractor to ensure a safe and orderly transition;

6.3 Upon ADHS' request submit for approval a detailed plan for the transition of members including the name of the transition coordinator;

6.4 Provide all reports set forth in this Contract and necessary for the transition process. This includes providing to ADHS, until ADHS is satisfied that the Contractor has paid all such obligations:

6.4.1 A monthly claims aging report by provider/creditor including IBNR amounts;

6.4.2 A monthly summary of cash disbursement;

6.4.3 Copies of all bank statements received by the Contractor; and

6.4.4 These reports shall be due on the fifth (5th) day of each succeeding

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month for the prior month unless otherwise specified.

- 6.5 Provide the following reports:
- 6.6 Monthly financial statements, specifically the balance sheet, statement of activities, and related Schedule A disclosures, following contract termination until all liabilities have been paid.
  - 6.6.1 Monthly, Quarterly and Audited Financial Statements up to the date of Contract termination; and
  - 6.6.2 Quarterly Quality Management and Medical Management reports describing services rendered up to the date of Contract termination including quality of care (QOC) concern reporting based on the date of service, as opposed to the date of reporting, for a period of three (3) months after Contract termination. Encounter reporting until all services rendered prior to Contract termination have reached adjudicated status and data validation of the information has been completed, as communicated by a letter of release from ADHS.
- 6.7 Notify subcontractors and members of the Contract termination as directed by ADHS;
- 6.8 Complete payment of all outstanding obligations for covered services rendered to members. The Contractor shall cover continuation of services for the duration of the period for which payment has been made, as well as for inpatient admissions up until discharge;
- 6.9 Cooperate with a successor Contractor during Transition Period including, at minimum, sharing and transferring member information and records. ADHS will notify the Contractor with specific instructions and required actions at the time of transfer; this will include transferring the following information, in a format dictated by ADHS, for all behavioral health recipients served during the contract period:
  - 6.9.1 Demographic Transmissions
  - 6.9.2 Appointment dates and types, both past and pending
  - 6.9.3 Claims and encounters
  - 6.9.4 Medication prescription history
  - 6.9.5 Practice Management
  - 6.9.6 Court-Ordered Treatment
  - 6.9.7 Individualized Service Plans and/or Individualized Treatment Plans
  - 6.9.8 Clinical Assessments including Psychiatric Evaluations
  - 6.9.9 Progress Notes
  - 6.9.10 Laboratory Results
- 6.10 Return any funds advanced to the Contractor for coverage of members for periods after the date of termination to ADHS within thirty (30) days of termination of the Contract; and supply all information necessary for reimbursement of outstanding claims.

## 7. Additional Obligations

In addition to the requirements stated above and in the Uniform Terms and Conditions,

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Paragraphs on Termination for Convenience and Termination for Default, the Contractor shall comply with the following provisions:

- 7.1 The Contractor shall stop all work as of the effective date contained in the Notice of Termination and shall immediately notify all management subcontractors, in writing, to stop all work as of the effective date of the Notice of Termination;
- 7.2 Upon receipt of the Notice of Termination, and until the effective date of the Notice of Termination, the Contractor shall perform work consistent with the requirements of this Contract and in accordance with a written plan approved by ADHS for the orderly transition of members.

8. Disputes

Any dispute by the Contractor with respect to termination or suspension of this Contract by ADHS shall be exclusively governed by the resolution of the Legal and Contractual Remedies provisions of the Arizona Procurement Code (A.R.S. Title 41, Chapter 23, Article 9).

9. Payment

The Contractor shall be paid the Contract price for all services and items completed prior to the effective date of the Notice of Termination and shall be paid its reasonable and actual costs for work in progress as determined by GAAP; however, no such amount shall cause the sum of all amounts paid to the Contractor to exceed the compensation limits set forth in this Contract.

**BB. ADHS' Contractual Remedies**

1. Declaration of Emergency

Upon a declaration by the Governor that an emergency situation exists in the delivery of behavioral or other health service delivery system that without intervention by government agencies, threatens the health, safety or welfare of the public, ADHS may operate as the Contractor or undertake actions to negotiate and award, with or without bid, a Contract to an entity to operate as the Contractor. Contracts awarded under this section are exempt from the requirements of A.R.S. Title 41, Chapter 23. ADHS shall immediately notify the affected Contractor(s) of its intention.

2. ADHS Right to Operate Contractor.

In accordance with A.R.S. § 36-3412.D and in addition to any other rights provided by law or under this Contract, upon a determination by ADHS that Contractor has failed to perform any requirements of this Contract that materially affect the health, safety or welfare of behavioral health recipients, ADHS may, immediately upon written Notice to the Contractor, directly operate the Contractor for so long as necessary to ensure the uninterrupted care to behavioral health recipients and to accomplish the orderly transition of behavioral health recipients to a new or existing Contractor, or until the Contractor corrects the Contract performance failure to the satisfaction of ADHS.

**CC. Performance Bond**

1. The Contractor shall:

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- 1.1 Purchase and maintain a performance bond or bond substitute to guarantee payment of the Contractor's obligations to providers, non-contracting providers, non-providers, and other subcontractors to satisfy its obligations under this Contract.
- 1.2 Obtain, submit, and maintain a performance bond in a form acceptable to ADHS in accordance with the ADHS/DBHS Financial Reporting Guide payable to ADHS or its designee(s) and sent directly to the ADHS/DBHS Office of Financial Review.
- 1.3 Obtain and maintain a Performance Bond that during the final Contract year has an expiration date of at the least fifteen (15) months after the Contract expiration date. If the Contractor has additional liabilities outstanding fifteen (15) months after the termination of the Contract, the Contractor may request a reduction in the Performance Bond sufficient to cover all outstanding liabilities, subject to ADHS' approval, until all liabilities have been paid.
- 1.4 In the event ADHS agrees to accept substitute security in lieu of the security types outlined in the ADHS/DBHS Financial Reporting Guide, the Contractor agrees to execute any and all documents and perform any and all acts necessary to secure and enforce ADHS's security interest in such substitute security including, but not limited to, security agreements and necessary UCC filings pursuant to the Arizona Uniform Commercial Code. The Contractor must request acceptance from ADHS when a substitute security in lieu of the security types outlined in the ADHS/DBHS Financial Reporting Guide, is established. In the event such substitute security is agreed to and accepted by ADHS, the Contractor acknowledges that it has granted ADHS a security interest in such substitute security to secure performance of its obligations under this Contract. The Contractor is solely responsible for establishing the credit-worthiness of all forms of substitute security. ADHS may, after written notice to the Contractor, withdraw its permission for substitute security, in which case the Contractor shall provide ADHS with a form of security described in the ADHS/DBHS Financial Reporting Guide.
- 1.5 Not leverage the performance bond as collateral for debt or use the bond as security to creditors. The Contractor shall be in material breach of this Contract if it fails to maintain or renew the performance bond as required by this Contract.
- 1.6 Maintain a performance bond in an amount equal to or greater than eighty (80%) of the first monthly Title XIX/XXI Capitation and Non-Title XIX/XXI payment made to the Contractor. ADHS shall review the adequacy of the Performance Bond on a monthly basis to determine if the Performance Bond must be increased. The Contractor may adjust the performance bond amount if notified by ADHS when the monthly Title XIX and Title XXI Capitation and Non-Title XIX/XXI payments are adjusted by plus or minus ten percent (10%) to an amount equal to or greater than eighty (80%) of the adjusted monthly Title XIX and Title XXI capitation and Non-Title XIX/XXI payments. The Contractor shall obtain a performance bond with the adjusted amount no later than thirty (30) days after notification by ADHS of the amount required.
- 1.7 Not change the amount, duration, or scope of the Performance Bond without prior written approval from ADHS.
- 1.8 Reimburse ADHS for expenses exceeding the performance bond amount.

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1.9 Submit the Performance Bond to ADHS Office of Financial Review within thirty (30) days notification by ADHS to adjust the amount.

2 ADHS shall:

2.1 When Contractor is in breach of any material term of this Contract, in addition to any other remedies it may have herein, obtain payment under the performance bond or performance bond substitute for the following:

2.1.1 Paying damages sustained by subcontracted providers, non-contracting providers, and non-providers as a result of a breach of Contractor's obligations under this Contract;

2.1.2 Reimbursing ADHS for any payments made on behalf of the Contractor;

2.1.3 Reimbursing ADHS for any extraordinary administrative expenses incurred by a Contractor's breach including, expenses incurred after termination of this Contract; and

2.1.4 Making any payments or expenditures deemed necessary to ADHS, in its sole discretion, incurred by ADHS in the direct operation of the RBHA.

## **DD. Cooperation with other Contractors and the State**

The State may award other contracts for additional work related to this Contract and Contractor shall fully cooperate with such other contractors and State employees or designated agents. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other State contractor or by State employees.

## **EE. Eligibility for State or Local Public Benefits; Documentation and Violations**

To the extent permitted by Federal Law:

1. Contractors providing services as an agent of the State, shall ensure compliance with A.R.S § 1-502. A.R.S § 1-502 requires each person applying or receiving a public benefit to provide documented proof which demonstrates a lawful presence in the United States.
2. The State shall reserve the right to conduct unscheduled, periodic process and documentation audits to ensure Contractor compliance. All available Contract remedies, up to and including termination may be taken for failure to comply with A.R.S § 1-502 in the delivery of services under this Contract.

## **FF. Collection of Payment**

The Contractor shall not bill, nor attempt to collect payment directly or through a collection agency from a person claiming to be AHCCCS eligible without first verifying from AHCCCS that the person was ineligible for AHCCCS on the date of service, or that services provided were not AHCCCS-covered behavioral health services, except as provided in Federal and State laws and regulations.

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**1 INTRODUCTION**

**1.1 Overview**

The Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) is responsible for administering Arizona’s publicly funded behavioral health programs and services for children, adults and their families. For this Contract, ADHS/DBHS and Arizona’s Medicaid agency, the Arizona Health Care Cost Containment System Administration (AHCCCS), have entered into an Intergovernmental Agreement (IGA) to design a new health care service delivery system that provides integrated physical and behavioral health services to Medicaid eligible adults with Serious Mental Illness (SMI). The Contractor will operate as the Regional Behavioral Health Authority (RBHA) to coordinate the delivery of health care services to eligible persons in Geographic Service Area (GSA) 6, which includes Maricopa County.

Integrating the delivery of behavioral and physical health care to SMI members is a significant step forward in improving the overall health of SMI members. Under this Contract, the Contractor is the single entity that is responsible for administrative and clinical integration of health care service delivery, which includes coordinating Medicare and Medicaid benefits for dual eligible members. From a member perspective, this approach will improve individual health outcomes, enhance care coordination and increase member satisfaction. From a system perspective, it will increase efficiency, reduce administrative burden and foster transparency and accountability.

The Contractor shall be responsible for delivering medically necessary covered services as follows:

- 1.1.1 Behavioral health services to Medicaid eligible children and adults;
- 1.1.2 Behavioral health services to Non-Medicaid eligible children and adults, for which ADHS/DBHS receives funding; and
- 1.1.3 Integrated behavioral and physical health services to Medicaid eligible adults with SMI, including Medicare benefits for SMI members who are eligible for both Medicare and Medicaid (dual eligible members), through the CMS Capitated Financial Alignment Demonstration or as a Dual Eligible Special Needs Plan, as specified by the State.

**1.2 System Values and Guiding Principles**

The following values, guiding system principles and goals are the foundation for the development of this Contract. Contractor shall administer and deliver services consistent with these values, principles and goals:

- 1.2.1 Member and family member involvement at all system levels;
- 1.2.2 Collaboration with the greater community;
- 1.2.3 Effective innovation by promoting evidence-based practices;
- 1.2.4 Expectation for continuous quality improvement;
- 1.2.5 Cultural competency;

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- 1.2.6 Improved health outcomes;
- 1.2.7 Reduced health care costs;
- 1.2.8 System transformation;
- 1.2.9 Transparency;
- 1.2.10 Prompt and easy access to care;
- 1.2.11 The Nine (9) Guiding Principles for Recovery-Oriented Adult Behavioral Health Services and Systems in Exhibit 6; and
- 1.2.12 The Arizona Vision-Twelve (12) Principles for Children Service Delivery in Exhibit 5.

### **1.3 Integrated Health Care Service Delivery Principles for Persons with Serious Mental Illness**

Coordinating and integrating primary and behavioral health care is expected to produce improved access to primary care services, increased prevention, early identification, and intervention to reduce the incidence of serious physical illnesses, including chronic disease. Increasing and promoting the availability of integrated, holistic care for members with chronic behavioral and physical health conditions will help members achieve better overall health and an improved quality of life. Beginning in 1.3.1 the principles below describe ADHS/DBHS' vision for integrated care service delivery. However, many of them apply to all populations for all services in all settings. For example, concepts such as recovery, member input, family involvement, person-centered care, communication and commitment are examples that describe well-established expectations ADHS/DBHS has in all of its behavioral health care service delivery contracts.

While these principles have served as the foundation for successful behavioral health service delivery, providing whole-health integrated care services to a segment of the population who die on average, twenty-five (25) years earlier than the general population—primarily because of chronic, preventable, physical conditions—is a challenge that calls for a new approach that will improve health care outcomes in a cost-effective manner. To meet this challenge, the Contractor must be creative and innovative in its oversight and management of the integrated service delivery system. ADHS/DBHS expects the Contractor to embrace the principles in 1.3.1 below and demonstrate an unwavering commitment to treat each and every member with dignity and respect as if that member were a relative or loved one seeking care.

The Contractor shall comply with all terms, conditions and requirements in this Contract while embedding the following principles in the design and implementation of an integrated health care service delivery system:

- 1.3.1 Behavioral, physical, and peer support providers must share the same mission to place the member's whole-health needs above all else as the focal of point of care.
- 1.3.2 All aspects of the member experience from engagement, treatment planning, service delivery and customer service must be designed to promote recovery and wellness as defined by the member.

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- 1.3.3 Member input must be incorporated into developing individualized treatment goals, wellness plans, and services.
- 1.3.4 Peer and family voice must be embedded at all levels of the system.
- 1.3.5 Recovery is personal, self-directed, and must be defined by the member.
- 1.3.6 Family member involvement, community integration and a safe affordable place to live are integral components of a member's recovery and must be as important as any other single medicine, procedure, therapy or treatment.
- 1.3.7 Providers of integrated care must operate as a team that functions as the single-point of whole-health treatment and care for all of a member's health care needs. Co-location or making referrals without coordinating care through a team approach does not equate to integrated care.
- 1.3.8 The team must involve the member as an equal partner by using appropriate levels of care management, comprehensive transitional care, care coordination, health promotion and use of technology as well as provide linkages to community services and supports and individual and family support to help a member achieve his or her whole health goals.
- 1.3.9 The Contractor's overarching system goals for individual SMI members and the SMI population are to improve whole health outcomes and reduce or eliminate health care disparities between SMI members and the general population in a cost-effective manner.
- 1.3.10 System goals shall be achieved using the following strategies:
  - 1.3.10.1 Earlier identification and intervention that reduces the incidence and severity of serious physical, and mental illness;
  - 1.3.10.2 Use of health education and health promotion services;
  - 1.3.10.3 Increased use of primary care prevention strategies;
  - 1.3.10.4 Use of validated screening tools;
  - 1.3.10.5 Focused, targeted, consultations for behavior health conditions;
  - 1.3.10.6 Cross-specialty collaboration;
  - 1.3.10.7 Enhanced discharge planning and follow-up care between provider visits;
  - 1.3.10.8 Ongoing outcome measurement and treatment plan modification;
  - 1.3.10.9 Care coordination through effective provider communication and management of treatment; and
  - 1.3.10.10 Member, family and community education.
- 1.3.11 Achievement of system goals shall result in the following outcomes:



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- 1.3.11.1 Reduced rates of unnecessary or inappropriate Emergency Room use;
- 1.3.11.2 Reduced need for repeated hospitalization and re-hospitalization;
- 1.3.11.3 Reduction or elimination of duplicative health care services and associated costs; and
- 1.3.11.4 Improved member's experience of care and individual health outcomes.

## 2 ELIGIBILITY

### 2.1 Medicaid Eligible Populations

The Contractor shall:

- 2.1.1 Be responsible for delivering covered services to the following Title XIX/XXI eligible and adult populations:
  - 2.1.1.1 American Indians, whether they live on or off reservation, may choose to receive services through a RBHA, TRBHA or at an IHS or 638 Providers;
  - 2.1.1.2 Eligible individuals and families under Section 1931 of the Social Security Act (also referred to as AFDC-related and/or Aid to Families with Dependent Children);
  - 2.1.1.3 SSI and SSI Related Groups;
  - 2.1.1.4 Freedom to Work (Ticket to Work);
  - 2.1.1.5 SOBRA;
  - 2.1.1.6 Breast and Cervical Cancer Treatment Program (BCCTP); and
  - 2.1.1.7 Title XIX Waiver Group—AHCCCS Care.
- 2.1.2 Not be responsible for providing services under this Contract to the following Medicaid eligible populations:
  - Members enrolled in the Children's Rehabilitative Services (CRS) Integrated AHCCCS Health Plan; and
  - Arizona Long Term Care System (Elderly and Physically Disabled) ALTCS-EPD eligible members.
- 2.1.3 Not be responsible to provide physical health care services to the following Medicaid eligible SMI members:
  - 2.1.3.1 Members enrolled with Arizona Department of Economic Security/Division of Developmental Disabilities (ADES/DDD);

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- 2.1.3.2 American Indians who elect to receive physical health services from Indian Health Services (IHS) or another AHCCCS health plan; and
- 2.1.3.3 Members enrolled in KidsCare.

**2.2 Special Medicaid Eligibility-Members Awaiting Transplants**

The Contractor shall be responsible for the following:

- 2.2.1 SMI members eligible to receive physical health care services under this Contract;
- 2.2.2 For whom medical necessity for a transplant has been established; and
- 2.2.3 Who subsequently loses Title XIX eligibility.
- 2.2.4 These members may become eligible for and select one (1) of two (2) extended eligibility options as specified in A.R.S. §§ 36-2907.10 and 36-2907.11. The extended eligibility is authorized only for those individuals who have met all of the following conditions:
  - 2.2.4.1 The individual has been determined Title XIX ineligible due to excess income;
  - 2.2.4.2 The individual has been placed on a donor waiting list before eligibility expired; and
  - 2.2.4.3 The individual has entered into a contractual arrangement with the transplant facility to pay the amount of income that is in excess of the eligibility income standards (referred to as transplant share of cost).
- 2.2.5 The following options are available for extended eligibility:

Option 1: Extended eligibility is for one twelve (12) month period immediately following the loss of AHCCCS eligibility. The member is eligible for all AHCCCS covered services as long as they continue to be medically eligible for a transplant. If determined medically ineligible for a transplant at any time during the period, eligibility will terminate at the end of the calendar month in which the determination is made.

Option 2: As long as medical eligibility for a transplant, that is, status on a transplant waiting list, is maintained, at the time that the transplant is scheduled to be performed the transplant candidate will be re-enrolled with the Contractor to receive all covered transplant services. Option 2-eligible individuals are not eligible for any non-transplant related health care services from AHCCCS.

**2.3 Non-Medicaid Eligible Populations**

The Contractor shall:

- 2.3.1 Be responsible to provide covered behavioral health services to eligible children and adults subject to available funding allocated to the Contractor.

**2.4 Eligibility and Member Verification**

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For all populations eligible for services under this Contract the Contractor shall:

- 2.4.1 Verify the Medicaid eligibility status for persons referred for covered health services.
- 2.4.2 Coordinate with other involved contractors, for example, AHCCCS or ALTCS, service providers, subcontractors and eligible persons to share specific information to determine whether a member is Medicaid-eligible.
- 2.4.3 Notify AHCCCS of a Medicaid-eligible member's death, incarceration or relocation out-of-state that may affect a member's eligibility status.
- 2.4.4 Utilize one (1) or more of the following systems to verify AHCCCS eligibility and service coverage twenty-four (24) hours a day, seven (7) days a week in conformance with ADHS/DBHS Policy on *Eligibility Screening for AHCCCS Health Insurance, Medicare Part D Prescription Drug Coverage, and the Limited Income Subsidy Program*:
  - 2.4.4.1 AHCCCS' web-based verification;
  - 2.4.4.2 AHCCCS' Prepaid Medical Management Information System (PMMIS);
  - 2.4.4.3 AHCCCS' contracted Medicaid Eligibility Verification Service (MEVS);
  - 2.4.4.4 AHCCCS' Interactive Voice Response (IVR) system; or
  - 2.4.4.5 ADHS/DBHS 270/271 Eligibility Look-up.
- 2.4.5 Screen persons requesting covered services for Medicaid and Medicare eligibility in conformance with ADHS/DBHS Policy on Eligibility Screening for AHCCCS Health Insurance, Medicare Part D Prescription Drug Coverage, and the Limited Income Subsidy Program. A person who receives behavioral health services pursuant to A.R.S. Title 36, Chapter 34 and who has not been determined eligible for Title XVIII (Medicare) and for the Medicare Part D prescription drug benefit, Title XIX or Title XXI services shall comply with the eligibility determination process annually. A.R.S. § 36-3408.
- 2.4.6 Comply with the requirements in Section 17.10, Enrollment and Eligibility Data Exchange.

**3 ENROLLMENT AND DISENROLLMENT**

**3.1 Enrollment and Disenrollment of Populations**

The Contractor shall:

- 3.1.1 Defer to AHCCCS, which has exclusive authority to enroll and disenroll Medicaid eligible members in accordance with the rules set forth in A.A.C., R9-22, Article 17 and R9-31, Articles 3 and 17.
- 3.1.2 Defer to ADHS/DBHS, which has exclusive authority to enroll and disenroll Non-Medicaid eligible members.

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- 3.1.3 Comply with the requirements in the ADHS/DBHS Policy on *Enrollment, Disenrollment and Other Data Submission*.
- 3.1.4 For American Indians receiving physical health care services, request ADHS/DBHS or AHCCCS to change the member's enrollment in conformance with the following two (2) policies: AHCCCS Contractor Operations Manual Enrollment Choice and Change of Plan Policy.
- 3.1.5 Honor a request from an American Indian who is receiving physical health care services to disenroll from the Contractor for cause at any time. American Indian members may submit plan change requests to the Contractor or the AHCCCS Administration. Requests governed under Section A (1) of the AHCCCS Contractor Operations Manual Change of Plan Policy should be referred to AHCCCS Member Services via mail or at (602) 417-4000 or (800) 962-6690. Medical continuity requests are governed by the procedures in the AHCCCS Contractor Operations Manual Change of Plan Policy before notification to AHCCCS.
- 3.1.6 Offer American Indians, on or off reservation, the choice to receive services from Indian Health Service (IHS), a P.L. 93-638 Tribal Facility or any available Contractor. If a choice is not made prior to AHCCCS being notified of their eligibility, American Indian Title XIX members living on reservation will be assigned to the AHCCCS American Indian Health Program (AIHP) as Fee for Service (FFS) members. American Indian Title XXI members may change from AHCCCS AIHP FFS to the Contractor or from the Contractor to AHCCCS AIHP FFS at any time.
- 3.1.7 Not end a member's Episode of Care (EOC) because of an adverse change in the member's health status or because of the member's utilization of medical services, diminished capacity, or uncooperative or disruptive behavior.
- 3.1.8 Accept AHCCCS' decision to disenroll a Medicaid eligible member from the Contractor when:
  - 3.1.8.1 The member becomes ineligible for Medicaid;
  - 3.1.8.2 The member moves out of the Contractor's geographical service area; or
  - 3.1.8.3 There is a change in AHCCCS' enrollment policy.
- 3.1.9 Accept a Medicaid eligibility determination for AHCCCS coverage groups as determined by one (1) of the following agencies:
  - 3.1.9.1 Social Security Administration (SSA): SSA determines eligibility for the Supplemental Security Income (SSI) cash program. SSI cash recipients are automatically eligible for AHCCCS coverage.
  - 3.1.9.2 Arizona Department of Economic Security (ADES): ADES determines eligibility for families with children under section 1931 of the Social Security Act, pregnant women and children under SOBRA, the Adoption Subsidy Program, Title IV-E foster care children, Young Adult Transitional Insurance Program, the Federal Emergency Services program (FES) and Title XIX Waiver Members.

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- 3.1.9.3 AHCCCS: AHCCCS determines eligibility for the SSI/Medical Assistance Only groups, including the FES program for this population (aged, disabled, and blind), the Arizona Long Term Care System (ALTCS), the Medicare Savings program, BCCTP, the Freedom to Work program, the Title XXI KidsCare program and the State-Only Transplant program.
- 3.1.10 Honor the effective date of enrollment for a new Title XIX member as the day AHCCCS takes the enrollment action.
- 3.1.11 Be responsible for payment of medically necessary covered services retroactive to the member's beginning date of eligibility, as reflected in PMMIS including services provided during prior period coverage; this can include services prior to the contract year.
- 3.1.12 Honor the effective date of enrollment for a Title XXI member as the first (1<sup>st</sup>) day of the month following notification to the Contractor. In the event that eligibility is determined on or after the twenty-fifth (25<sup>th</sup>) day of the month, eligibility will begin on the first (1<sup>st</sup>) day of the second (2<sup>nd</sup>) month following the determination. See Exhibit 1, Definitions, for an explanation of "Prior Period Coverage".
- 3.1.13 Be responsible for timely notifying AHCCCS when a child is born to a Medicaid eligible SMI member. AHCCCS has the capability to receive notification twenty-four (24) hours per day, seven (7) days per week via phone or through the AHCCCS web site.

### 3.2 Enrollment after Contract Award Date

At the Contract Performance Start Date, the following member populations residing in one (1) of the zip codes in Exhibit 10, GSA 6 Zip Codes will be assigned to the Contractor to receive behavioral health services:

- 3.2.1 Medicaid eligible Non-SMI (GMH/SA);
- 3.2.2 Medicaid eligible children/adolescents;
- 3.2.3 Non-Medicaid eligible adults and children who were assigned to the prior GSA 6 Contractor; and
- 3.2.4 Medicaid eligible DDD-ALTCS members.
- 3.2.5 At the Contract Performance Start Date, the following member populations residing in one (1) of the zip codes in Exhibit 10, GSA 6 Zip Codes will be assigned to the Contractor to receive behavioral and physical health care services.
- 3.2.6 Medicaid eligible SMI members except for American Indian members who choose IHS or another health plan.

### 3.3 PRIOR PERIOD COVERAGE

AHCCCS implemented Prior Quarter Coverage eligibility consistent with Federal Regulation 42 CFR 435.915. AHCCCS is required to expand the time period during which AHCCCS pays for covered services for eligible individuals to include services provided during any of the three months prior to the month the individual applied for AHCCCS, if the individual met AHCCCS eligibility requirements during that month. Prior

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Quarter Coverage eligibility began January 1, 2014 which means that only individuals applying for AHCCCS in and after February 2014 may be determined to qualify for Prior Quarter Coverage. RBHAs are not responsible for payment for covered services received during the prior quarter. Upon verification or notification of Prior Quarter Coverage eligibility, providers will be required to bill AHCCCS for services provided during a prior quarter eligibility period.

### 4 SCOPE OF SERVICES

#### 4.1 Overview

Contractor's ability to successfully deliver services requires a complete and thorough understanding of the intricate, multi-layered service delivery system. The type, amount, duration, scope of services and method of service delivery depends on a wide variety of factors including:

- 4.1.1 Eligible populations;
- 4.1.2 Covered services benefit package;
- 4.1.3 Approach;
- 4.1.4 Funding; and
- 4.1.5 Member need.

Specific details for service delivery are contained in Exhibit 7, Documents Incorporated by Reference (DIBR). The Contractor is required to comply with all terms in this Contract and all applicable requirements in each document listed in Exhibit 7; however, particular attention for requirements for effective service delivery should be paid to the following:

- 4.1.6 ADHS/DBHS Covered Behavioral Health Services Guide;
- 4.1.7 ADHS/DBHS Policy and Procedures Manual;
- 4.1.8 AHCCCS Medical Policy Manual;
- 4.1.9 AHCCCS Contractor Operations Manual; and
- 4.1.10 ADHS/DBHS Framework for Prevention in Behavioral Health.

Regardless of the type, amount, duration, scope, service delivery method and population served, Contractor's service delivery system shall incorporate the following elements:

- 4.1.11 Coordinate and provide access to high-quality health care services informed by evidence-based practice guidelines in a cost effective manner;
- 4.1.12 Coordinate and provide access to high-quality health care services that are culturally appropriate, maximize personal and family voice and choice, and incorporate a trauma-informed care approach;

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- 4.1.13 Coordinate and provide access to preventive and health promotion services, including wellness services;
- 4.1.14 Coordinate and provide access to comprehensive care coordination and transitional care across settings; follow-up from inpatient to other settings; participation in discharge planning; and facilitating transfer from the children's system to the adult system of health care;
- 4.1.15 Coordinate and provide access to chronic disease management support, including self-management support;
- 4.1.16 Coordinate and provide access to peer and family delivered support services;
- 4.1.17 Develop service plans that maximize personal and family voice and choice; coordinates and integrate clinical and non-clinical health-care related needs and services; and
- 4.1.18 Implement health information technology to link services, facilitate communication among treating professionals and between the health team and individual and family caregivers.

#### **4.2 General Requirements**

The Contractor shall:

- 4.2.1 Apply the same standard of care for all members, regardless of the member's eligibility category.
- 4.2.2 Deliver services that are sufficient in amount, duration and scope to reasonably be expected to achieve the purpose for which the services are furnished.
- 4.2.3 Not arbitrarily deny or reduce the amount, duration, or scope of a required service solely because of diagnosis, type of illness, or condition of the member (42 CFR 438.210 (a)(3) (iii)).
- 4.2.4 Have the discretion to place appropriate limits on a service on the basis of criteria such as medical necessity or for utilization control, subject to ADHS/DBHS review and approval, provided the services furnished can reasonably be expected to achieve their purpose (42 CFR 438.210(a)(3)(i) and (iii)).
- 4.2.5 Require subcontracted providers to notify the Contractor if, on the basis of moral or religious grounds, if the subcontractor elects to not provide or reimburse for a covered service (42 CFR 438.102(b)(i)).
- 4.2.6 Require subcontracted providers to offer the services described in Section 4.9, Health Education and Health Promotion Services.

#### **4.3 Behavioral Health Covered Services**

The Contractor shall:

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- 4.3.1 Deliver medically necessary and clinically appropriate covered behavioral health services to eligible members in conformance with the ADHS/DBHS Covered Behavioral Health Services Guide.
- 4.3.2 Deliver covered behavioral health services under the Mental Health (MHBG) Block Grant, the Substance Abuse (SABG) Block Grant and other grant funding as available.
- 4.3.3 Deliver covered behavioral health services in accordance with the terms of the Intergovernmental Agreement (IGA) between ADHS/DBHS and Maricopa County.
- 4.3.4 Deliver covered behavioral health services in accordance with the requirements of any other funding source.

#### **4.4 Behavioral Health Service Delivery Approach**

The Contractor shall:

- 4.4.1 Provide each member with a behavioral health assessment in accordance with ADHS/DBHS Policy on *Assessment and Service Planning*.
- 4.4.2 Assign a Behavioral Health Medical Professional or Behavioral Health Professional to each member receiving behavioral health services.
- 4.4.3 Develop and revise the member's individual service plan in conformance with ADHS/DBHS Policy on *Assessment and Service Planning*.
- 4.4.4 Make referrals to service providers.
- 4.4.5 Coordinate care as described in Section 5.1, Care Coordination.
- 4.4.6 Develop and implement transition, discharge and aftercare plans for each person prior to discontinuation of covered services.
- 4.4.7 Require subcontractors and providers to actively engage and involve family members in service planning and service delivery.
- 4.4.8 Expand service delivery to persons determined to have a Serious Mental Illness (SMI) in accordance with *Arnold v. ADHS*, Stipulation for Providing Community Services and Terminating the Litigation.

#### **4.5 Behavioral Health Service Delivery for Adult Members**

The Contractor shall:

- 4.5.1 Deliver services to adults in conformance with Exhibit 6, Nine Guiding Principles for Recovery-Oriented Adult Behavioral Health Services and Systems.
- 4.5.2 Implement the American Society of Addiction Medicine Patient Placement Criteria (ASAM PPC-2R).



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4.5.3 Implement the following service delivery programs for SMI members consistent with U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration's (SAMHSA) established program models:

4.5.3.1 Assertive Community Treatment (ACT);

4.5.3.2 Supported Employment;

4.5.3.3 Permanent Supportive Housing; and

4.5.3.4 Consumer Operated Programs.

4.5.4 Monitor fidelity to the service delivery programs described in Section 4.5.3 annually using the ADHS/DBHS adopted measurement instrument, for example, the SAMHSA Fidelity Scale and General Organizational Index and report findings to ADHS/DBHS.

#### **4.6 Behavioral Health Service Delivery for Child Members**

The Contractor shall:

4.6.1 Deliver services to children in conformance with:

4.6.1.1 Exhibit 7, Clinical Guidance Documents (The Child and Family Team); and

4.6.1.2 Exhibit 5, The Arizona Vision-Twelve (12) Principles for Children Service Delivery.

4.6.2 Comply with established caseload ratios for case managers assigned to serve children identified as having high/complex needs.

4.6.3 Utilize a network of generalist support and rehabilitation providers.

4.6.4 Utilize Home Care Training to the Home Care Client (HCTC) as an alternative to more restrictive levels of care when clinically indicated.

4.6.5 Implement ADHS/DBHS' method for in-depth review of Child and Family Team practice.

4.6.6 Utilize acuity measure instruments as directed by ADHS/DBHS.

4.6.7 Implement service delivery models as directed by ADHS/DBHS.

#### **4.7 Physical Health Care Covered Services**

The Contractor shall:

4.7.1 Deliver all medically necessary physical health care service to Medicaid eligible SMI members entitled to receive physical health care services described in Exhibit 4, Physical Health Care Service Description.

#### **4.8 Integrated Health Care Service Delivery for SMI Members**

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The Contractor shall incorporate the following elements into its integrated health care service delivery system approach:

- 4.8.1 A treatment team with an identified single point of contact;
- 4.8.2 Member and family voice and choice;
- 4.8.3 The treatment team includes a psychiatrist or equivalent behavioral health medical professional and an assigned primary care physician;
- 4.8.4 Whole-person oriented care;
- 4.8.5 Quality and safety;
- 4.8.6 Accessible care;
- 4.8.7 Effective use of a comprehensive Care Management Program as described in Sections 8.13 and 8.14;
- 4.8.8 Coordination of care as described in Section 5.1, Care Coordination;
- 4.8.9 Health education and health promotion services described in Section 4.9, Health Education and Health Promotion Services;
- 4.8.10 Improved whole health outcomes of members;
- 4.8.11 Utilize peer and family delivered support services;
- 4.8.12 Make referrals to appropriate community and social support services; and
- 4.8.13 Utilize health information technology to link services.
- 4.8.14 Maximize the use of existing behavioral and physical health infrastructure including:
  - 4.8.14.1 SMI clinics;
  - 4.8.14.2 Primary care physicians currently serving SMI members;
  - 4.8.14.3 Community Health Centers; and
  - 4.8.14.4 Peer and family run organizations.

#### **4.9 Health Education and Health Promotion Services**

The Contractor shall provide:

- 4.9.1 Assistance and education for appropriate use of health care services;
- 4.9.2 Assistance and education about health risk-reduction and healthy lifestyle choices including tobacco cessation;

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- 4.9.3 Screening for tobacco use with the Ask, Advise, and Refer model and refer to the Arizona Smokers Helpline utilizing the proactive referral process;
- 4.9.4 Education to SMI members to access Contractor's Nurse call service;
- 4.9.5 Assistance and education for self-care and management of health conditions, including wellness coaching;
- 4.9.6 Assistance and education for EPSDT services for members including identifying providers that are trained and use AHCCCS approved developmental screening tools;
- 4.9.7 Assistance and education about maternity care programs and services, for pregnant women; and
- 4.9.8 Assistance and education about self-help programs or other community resources that are designed to improve health and wellness.

#### **4.10 American Indian Member Services**

The Contractor shall:

- 4.10.1 Provide access to all applicable covered services to Medicaid eligible American Indians within GSA 6, whether they live on or off the reservation.
- 4.10.2 Cover costs of emergency services and medically necessary services for eligible American Indian members when members are referred off reservation and services are rendered at non-IHS facilities.
- 4.10.3 Not be responsible for payment for medically necessary services provided to Medicaid eligible members at IHS or 638 Facilities to its members; AHCCCS is responsible for these payments.
- 4.10.4 Provide medically necessary covered services to eligible American Indians through agreements with tribes, IHS facilities, and other providers of services. Contractor may serve eligible American Indians on reservation with agreement from the tribe.
- 4.10.5 Develop and maintain a network of providers that can deliver culturally appropriate services to American Indian members.
- 4.10.6 Allow American Indian members the choice to receive covered health services from Contractor; a Tribal Regional Behavioral Health Authority (TRBHA); the American Indian Health Program (AIHP); an AHCCCS Acute Health Plan or from an IHS or 638 Provider.

#### **4.11 Medications**

The Contractor shall:

- 4.11.1 Develop and maintain a medication list in conformance with the AHCCCS Policy 310-V- Prescription Medications/Pharmacy Services and the ADHS/DBHS Medication List and the ADHS/DBHS Policy on the *Medication List*.

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- 4.11.2 At a minimum, include the following on the medication list:
  - 4.11.2.1 The available medications on the AHCCCS Minimum Required Prescription Drug List (MRPDL) for SMI members eligible to receive physical health services under this Contract; and
  - 4.11.2.2 The available medications on the ADHS/DBHS Medication List for members eligible to receive behavioral health services under this Contract.
- 4.11.3 Provide generic and branded reimbursement guarantees, an aggressive Maximum Allowable Cost (MAC) pricing program, generic dispensing rate guarantee, and utilization methodologies to dispense the least costly, clinically appropriate medication and report the rebates in conformance with requirements in the ADHS/DBHS Financial Reporting Guide for GSA 6.

#### **4.12 Laboratory Testing Services**

The Contractor shall:

- 4.12.1 Use laboratory testing sites that have either a Clinical Laboratory Improvement Amendments (CLIA) Certificate of Waiver or a Certificate of Registration along with a CLIA identification number.
- 4.12.2 Verify that laboratories satisfy all requirements in 42 CFR 493, Subpart A, General Provisions.
- 4.12.3 Cover laboratory services for diagnostic, screening and monitoring purposes when ordered by the member's PCP, other attending physician or dentist, and provided by a CLIA approved free-standing laboratory or hospital laboratory, clinic, physician office or other health care facility laboratory.
- 4.12.4 Require all clinical laboratories to provide verification of CLIA Licensure or Certificate of Waiver during the provider registration process. Failure to do so shall result in either a termination of an active provider ID number or denial of initial registration.
- 4.12.5 Apply the following requirements to all clinical laboratories:
  - 4.12.5.1 Pass-through billing or other similar activities with the intent to avoid the requirements in Sections 4.12.1 and 4.12.2 is prohibited;
  - 4.12.5.2 Clinical laboratory providers who do not comply with the requirements in Sections 4.12.1 and 4.12.2 may not be reimbursed;
  - 4.12.5.3 Laboratories with a Certificate of Waiver are limited to providing only the types of tests permitted under the terms of their waiver; and
  - 4.12.5.4 Laboratories with a Certificate of Registration are allowed to perform a full range of laboratory tests.
- 4.12.6 Manage and oversee the administration of laboratory services through subcontracts with qualified services providers to deliver laboratory services.

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- 4.12.7 Obtain laboratory test data on Title XIX/XXI eligible members from a laboratory or hospital based laboratory subject to the requirements in A.R.S. § 36-2903(Q) (1-6), upon written request.
- 4.12.8 Use the data in Section 4.12.7 exclusively for quality improvement activities and health care outcome studies required and approved by ADHS/DBHS.

#### **4.13 Crisis Services-General Requirements**

The Contractor shall:

- 4.13.1 Stabilize individuals as quickly as possible and assist them in returning to their pre-crisis level of functioning.
- 4.13.2 Provide solution-focused and recovery-oriented interventions designed to avoid unnecessary hospitalization, incarceration, or placement in a more segregated setting.
- 4.13.3 Assess the individual's needs, identify the supports and services that are necessary to meet those needs, and connect the individual to those services.
- 4.13.4 Meet the immediate and urgent response requirements in conformance with the ADHS/DBHS Policy on *Appointment Standards and Timeliness of Service* and record referrals, dispositions, and overall response time.
- 4.13.5 Not require prior authorization for emergency behavioral health services.
- 4.13.6 Have the discretion to require subcontracted providers that are not part of Contractor's crisis network to deliver crisis services or be involved in crisis response activities during regular business operating hours.
- 4.13.7 In conformance with Sections 5.2 and 5.3.4, develop and maintain:
  - 4.13.7.1 Collaborative relationships with fire, police, emergency medical services, hospital emergency departments, AHCCCS Acute Care Health Plans and other providers of public health and safety services and provide information about the crisis response system; and
  - 4.13.7.2 Strategies for crisis service care coordination and strategies to assess and improve the Contractor's crisis response services.

#### **4.14 Crisis Services-Telephone Response**

The Contractor shall:

- 4.14.1 Establish and maintain a twenty-four (24) hours per day, seven (7) days per week crisis response system.
- 4.14.2 Establish and maintain a single toll-free crisis telephone number.

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- 4.14.3 Publicize its single toll-free crisis telephone number throughout GSA 6 and include it prominently on Contractor's web site, the Member Handbook, member newsletters and as a listing in the resource directory of local telephone books.
- 4.14.4 Have a sufficient number of staff to manage the telephone crisis response line.
- 4.14.5 Answer calls to the crisis response line within three (3) telephone rings, with a call abandonment rate of less than three percent (3%).
- 4.14.6 Include triage, referral and dispatch of service providers and patch capabilities to and from 911 and other crisis providers or crisis systems as applicable.
- 4.14.7 Provide telephone support to callers to the crisis response line including a follow-up call to make sure the caller is stabilized.
- 4.14.8 Offer interpretation or language translation services to persons who do not speak or understand English and for the deaf and hard of hearing.
- 4.14.9 Provide Nurse On-Call services twenty-four (24) hours per day, seven (7) days per week to answer general healthcare questions from SMI members receiving physical health care services under this Contract and to provide them with general health information and self-care instructions.

#### **4.15 Crisis Services-Mobile Crisis Teams**

The Contractor shall establish and maintain mobile crisis teams with the following capabilities:

- 4.15.1 Ability to travel to the place where the individual is experiencing the crisis.
- 4.15.2 Crisis services for the assessment and immediate stabilization of acute symptoms of mental illness, alcohol and other drug abuse, and emotional distress.
- 4.15.3 Reasonable efforts to stabilize acute psychiatric or behavioral symptoms, evaluate treatment needs, and develop plans to meet the individual's needs.
- 4.15.4 When clinically indicated, transport the individual to a more appropriate facility for further care.
- 4.15.5 Ability to respond on-site within one (1) to two (2) hours of the referral.

#### **4.16 Crisis Services-Crisis Stabilization Settings**

The Contractor shall establish and maintain crisis stabilization settings with the following capabilities:

- 4.16.1 Offer twenty-four (24) hour substance use disorder/psychiatric crisis stabilization services including twenty-three (23) hour crisis stabilization/observation capacity.
- 4.16.2 Provide short-term crisis stabilization services (up to seventy-two (72) hours) in an effort to successfully resolve the crisis and returning the individual to the community instead of transitioning to a higher level of care.

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- 4.16.3 Provide crisis stabilization services in settings consistent with requirements to have an adequate and sufficient provider network that includes any combination of the following:
  - 4.16.3.1 Licensed Level I acute and sub-acute facilities;
  - 4.16.3.2 Behavioral Health Residential facilities; and
  - 4.16.3.3 Outpatient clinics offering twenty-four (24) hours per day, seven (7) days per week access.
- 4.16.4 Have the discretion to include home-like settings such as apartments and single family homes where individuals experiencing a psychiatric crisis can stay to receive support and crisis respite services in the community before returning home.

#### 4.17 Prevention Services

The Contractor shall:

- 4.17.1 Administer a prevention system in conformance with ADHS/DBHS Framework for Prevention in Behavioral Health.
- 4.17.2 Submit deliverables related to Prevention Services reporting in accordance with Exhibit 9.

#### 4.18 Pediatric Immunizations and the Vaccines for Children Program

Through the Vaccines for Children (VFC) Program, the federal and state governments purchase, and make available to providers at no cost, vaccines for Medicaid eligible members under age nineteen (19). Any provider, licensed by the state to administer immunizations, may register with ADHS/DBHS as a "VFC provider" and receive free vaccines.

For SMI members receiving physical health care services, age eighteen (18) only, the Contractor shall:

- 4.18.1 Not reimburse providers for the administration of the vaccines in excess of the maximum allowable amount set by CMS, found in the AHCCCS fee schedule.
- 4.18.2 Not utilize Medicaid funding to purchase vaccines for SMI members age eighteen (18).
- 4.18.3 Contact ADHS/DBHS and the AHCCCS Division of Health Care Management, Clinical Quality Management Unit if vaccines are not available through the VFC Program.
- 4.18.4 Comply with all VFC requirements and monitor its providers to ensure that, a PCP for an SMI member, age eighteen (18) only, is registered with ADHS/DBHS as a VFC provider.
- 4.18.5 Develop and implement processes to ensure that vaccinations are available through a VFC enrolled provider or through the county Health Department when a provider chooses not to provide vaccinations. In all instances, the antigens are to be provided through the VFC program.

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- 4.18.6 Develop and implement processes to pay the administration fee to the VFC provider who administers the vaccine regardless of the provider's contract status with the Contractor.
- 4.18.7 Educate its provider network about immunization reporting requirements, the Arizona State Immunization Information System (ASIS) Immunization registry, the use of the VFC program and the availability of ASIS software for providers to assist in meeting reporting requirements.
- 4.18.8 Monitor compliance with the following reporting requirements:
  - 4.18.8.1 Report all immunizations given to only SMI members that are age eighteen (18).
  - 4.18.8.2 Report immunizations at least monthly to the ADHS, ASIS Immunization registry which can be accessed by providers to obtain complete, accurate immunization records.

#### **4.19 Medicaid School Based Claiming Program (MSBC)**

Pursuant to an Intergovernmental Agreement with the Department of Education, and a contract with a Third Party Administrator, AHCCCS reimburses participating school districts for specifically identified Medicaid services when provided to Medicaid eligible children who are included under the Individuals with Disabilities Education Act (IDEA). The Medicaid services must be identified in the member's Individual Education Plan (IEP) as medically necessary for the child to obtain a public school education.

Medicaid School Based Claiming (MSBC) services are provided in a school setting or other approved setting specifically to allow children to receive a public school education. They do not replace medically necessary services provided outside the school setting or other MSBC services approved at an alternative setting. Currently, services include audiology, therapies (occupational, physical and speech/language); behavioral health evaluation and counseling; nursing and attendant care (health aid services provided in the classroom); and specialized transportation to and from school on days when the child receives an AHCCCS-covered MSBC service. The Contractor's evaluations and determinations of medical necessity shall be made independent of the fact that the child is receiving MSBC services.

For Medicaid eligible SMI members ages eighteen (18) to twenty (20) receiving physical health care services, the Contractor shall:

- 4.19.1 Coordinate with schools and school districts that provide MSBC services to members.
- 4.19.2 Not duplicate services.
- 4.19.3 Require persons who coordinate care for members to coordinate with the appropriate school staff working with these members.
- 4.19.4 Transfer member medical information and progress toward treatment goals between the Contractor and the SMI member's school or school district as appropriate.
- 4.19.5 Designate a single point of contact to coordinate care and communicate with public school Transition Coordinators.



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**4.20 Special Health Care Needs**

For all Medicaid eligible populations receiving services under this Contract, the Contractor shall:

- 4.20.1 Have mechanisms in place to assess the quality and appropriateness of care furnished to members with special health care needs (42 CFR 438.240(b)(4)). All members receiving behavioral health services are identified as having special health care needs.
- 4.20.2 Have mechanisms in place to assess each member in order to identify any ongoing special conditions of the member which require a course of treatment or regular care monitoring 42 CFR 438.208.(c)(2).
- 4.20.3 Utilize appropriate health care professionals in the assessment process.
- 4.20.4 Share with other entities providing services to that member any results of its identification and assessment of that member's needs to prevent duplication of those activities. (42 CFR 438.208(b)(3)).

**4.21 Special Assistance for SMI Members**

The Contractor shall:

- 4.21.1 Require its staff, subcontractors, and service providers to identify all persons in need of special assistance to the ADHS/DBHS Office of Human Rights, and ensure those persons are provided the special assistance they require, consistent with the requirements in the ADHS/DBHS Policy on *Special Assistance for Persons Determined to have a Serious Mental Illness*.
- 4.21.2 Cooperate with the Human Rights Committee in meeting its obligations in the ADHS/DBHS Policy on *Special Assistance for Persons Determined to have a Serious Mental Illness*.
- 4.21.3 Submit the deliverables related to Special Assistance Services reporting in accordance with Exhibit 9.

**4.22 Psychiatric Rehabilitative Services-Housing**

The Contractor shall:

- 4.22.1 Develop and maintain a housing continuum for members with SMI in conformance with the ADHS/DBHS Housing Desktop Manual.
- 4.22.2 Collaborate with community stakeholders, state agency partners, federal agencies and other entities to identify, apply for or leverage alternative funding sources for housing programs.
- 4.22.3 Develop and manage state and federal housing programs and deliver housing related services.

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- 4.22.4 Utilize all housing units previously purchased in the GSA, including units acquired through the use of HB2003, *Arnold vs. Sarn* and ComCare Trust funding for purposes of providing housing for SMI members.
- 4.22.5 Evaluate and report annually the fidelity of the Housing program through utilizing SAMHSA's Permanent Supportive Housing toolkit.
- 4.22.6 Comply with all federally funded and state funded housing requirements as directed by ADHS/DBHS.
- 4.22.7 Submit the deliverables related to the Housing Program in accordance with Exhibit 9.

The Contractor shall not:

- 4.22.8 Utilize state funding sources in any capacity at unlicensed boarding homes, or other similar unlicensed facilities.

#### **4.23 Psychiatric Rehabilitative Services-Employment**

The Contractor shall:

- 4.23.1 Develop and manage a continuum of vocational employment and business development services to assist SMI members, including transition age youth to achieve their employment goals.
- 4.23.2 Provide priority to those providers under contract with ADES/RSA when entering into subcontracts for vocational/employment services.
- 4.23.3 Make all reasonable efforts to increase the number of providers who are mutually contracted with ADES/RSA.
- 4.23.4 Evaluate and report annually the fidelity of Supported Employment services utilizing SAMHSA's Supported Employment toolkit.

#### **4.24 Psychiatric Rehabilitative Services-Peer Support**

The Contractor shall:

- 4.24.1 Require subcontractors and providers to assign at least one (1) Peer Support Specialist/Recovery Support Specialist on each adult recovery team to provide covered services, when appropriate.
- 4.24.2 Evaluate and report annually the fidelity of peer support programs utilizing SAMHSA's Consumer Operated Services Program toolkit.

## **5 CARE COORDINATION AND COLLABORATION**

### **5.1 Care Coordination**

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Care Coordination encompasses a variety of activities for coordinating services and providers to assist a member in achieving his or her Recovery goals described in the Individual Recovery Plan. These activities, which can occur both at a clinical and system level, are performed by Treatment Team members depending on a member's needs, goals, and functional status. Regardless of who performs care coordination, the care coordinator should have expertise in member self-management approaches, member advocacy and be capable of navigating complex systems and communicating with a wide spectrum of professional and lay persons including family members, physicians, specialists and other health care professionals.

The Contractor shall conduct care coordination activities which at a minimum shall include, when appropriate, the following activities:

- 5.1.1 Engage the member to participate in service planning;
- 5.1.2 Monitor adherence to treatment goals including medication adherence;
- 5.1.3 Authorize the initial service package, continuing or additional services and suggest or create service alternatives when appropriate;
- 5.1.4 Monitor individual health status and service utilization to determine use of evidence-based care and adherence to or variance from the Individual Recovery Plan;
- 5.1.5 Monitor member services and placements to assess the continued appropriateness, medical necessity and cost effectiveness of the services;
- 5.1.6 Identify and document the member's primary care and specialty care providers to make sure the information is current and accurate;
- 5.1.7 Communicate among behavioral and physical health service providers regarding member progress and health status, test results, lab reports, medications and other health care information when necessary to promote optimal outcomes and reduce risks, duplication of services or errors;
- 5.1.8 Track the member's eligibility status for covered benefits and assist with eligibility applications or renewals;
- 5.1.9 Communicate with the member's assigned Care Manager, treatment team or other service providers to ensure management of care and services including addressing and resolving complex, difficult care situations;
- 5.1.10 Participate in discharge planning from hospitals, jail or other institutions and follow up with members after discharge;
- 5.1.11 Track member transitions from one (1) level of care to another, streamline care plans, and mitigate any disruption in care;
- 5.1.12 Make referrals to providers, services or community resources;
- 5.1.13 Verify that periodic re-assessment occurs at least annually or more frequently when the member's psychiatric and/or medical status changes;

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- 5.1.14 Communicate with family members and other system stakeholders that have contact with the member including, state agencies, other governmental agencies, tribal nations, schools, courts, law enforcement, and correctional facilities;
- 5.1.15 Identify gaps in services and report gaps to Contractor's network development manager;
- 5.1.16 Verify that members discharged from Arizona State Hospital with diabetes are issued appropriate equipment and supplies they were trained to use while in the facility; and
- 5.1.17 Coordinate outreach activities to members not engaged, but who would benefit from services.

#### **5.2 Coordination with AHCCCS Contractors and Primary Care Physicians**

For members not eligible to receive physical health care services under this Contract, the Contractor shall:

- 5.2.1 Coordinate care with AHCCCS contractors and PCPs that deliver services to Title XIX/XXI members 42 CFR 438.208(b)(3-4).
- 5.2.2 Develop and implement policies and procedures that govern confidentiality, implementation and monitoring of coordination between subcontractors, AHCCCS physical health care contractors, behavioral health providers, and other governmental agencies.
- 5.2.3 Forward behavioral health records including copies or summaries of relevant information of each Title XIX/XXI member to the member's PCP as needed to support quality medical management and prevent duplication of services.
- 5.2.4 For all members referred by the PCP, provide the following member information to the PCP upon request no later than ten (10) days from the request (42 CFR 438.208(b)(3)):
  - 5.2.4.1 The member's diagnosis;
  - 5.2.4.2 Critical lab results as defined by the laboratory and prescribed medications; and
  - 5.2.4.3 Changes in class of medications.
- 5.2.5 Use the ADHS/DBHS required, standardized forms to transmit the information required in Sections 5.2.3 and 5.2.4.
- 5.2.6 Obtain proper consent and authorization in conformance with Section 18.11, Consent and Authorization.
- 5.2.7 Have consultation services and materials available as follows:
  - 5.2.7.1 To health plan PCPs;
  - 5.2.7.2 To Acute Health Plan Contractors, PCPs, and state agencies that deliver services, which describe the processes to access consultation services and to initiate referrals for behavioral health services; and

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- 5.2.7.3 Upon request, inform PCPs of the availability of resource information regarding the diagnosis and treatment of behavioral health disorders.
- 5.2.8 Have the discretion to refer members treated by the Contractor for depression, anxiety or attention deficit hyperactivity disorders back to the PCP for ongoing care only after consultation and agreement by the member and the member's PCP.
- 5.2.9 Conduct a systematic review of the appropriateness of decisions to refer members back to PCPs for ongoing care.
- 5.2.10 Meet, at least quarterly, with the AHCCCS Health Plans operating in GSA 6 to address systemic coordination of care issues including at a minimum, sharing information with Health Plans regarding referral and consultation services and solving identified problems.
- 5.2.11 Assign staff to facilitate the meetings described in Section 5.2.10 who have sufficient program and administrative knowledge and authority to identify and resolve issues in a timely manner.
- 5.2.12 Have a Physical Health Plan and Provider Coordinator to address and resolve coordination of care issues at the lowest level.
- 5.2.13 Forward the following information in writing to ADHS/DBHS if the Contractor is unable to resolve issues with AHCCCS Health Plans:
  - 5.2.13.1 The unresolved issue;
  - 5.2.13.2 The actions taken to resolve the issue; and
  - 5.2.13.3 Recommendations for resolution of the issue.

### 5.3 Collaboration with System Stakeholders

The Contractor shall:

- 5.3.1 Meet, agree upon and reduce to writing collaborative protocols with each County, District, or Regional Office of:
  - 5.3.1.1 Arizona Department of Economic Security/Child Protective Services;
  - 5.3.1.2 Arizona Department of Economic Security/Division of Developmental Disabilities;
  - 5.3.1.3 Arizona Department of Economic Security/Rehabilitative Services Administration;
  - 5.3.1.4 Administrative Office of the Courts, Juvenile Probation and Adult Probation;
  - 5.3.1.5 Arizona Department of Corrections and Arizona Department of Juvenile Corrections;
  - 5.3.1.6 The Administrative Office of the Courts (Adult Probation);

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- 5.3.1.7 The Veteran's Administration; and
- 5.3.1.8 AHCCCS' Children's Medical Dental Plan.
- 5.3.2 Address in each collaborative protocol, at a minimum, the following:
  - 5.3.2.1 Procedures for each entity to coordinate the delivery of covered services to members served by both entities;
  - 5.3.2.2 Mechanisms for resolving problems;
  - 5.3.2.3 Information sharing;
  - 5.3.2.4 Resources each entity commits for the care and support of members mutually served;
  - 5.3.2.5 Procedures to identify and address joint training needs; and
  - 5.3.2.6 Procedures to have providers co-located at ADES/CPS offices, juvenile detention centers or other agency locations as directed by ADHS/DBHS.
- 5.3.3 Address in the collaborative protocol with the Administrative Office of the Courts, Juvenile Probation and Adult Probation strategies for the Contractor to optimize the use of services in connection with Mental Health Courts and Drug Courts.
- 5.3.4 Meet, agree upon and reduce to writing collaborative protocols with local law enforcement and first responders, which, at a minimum, shall address:
  - 5.3.4.1 Continuity of covered services during a crisis;
  - 5.3.4.2 Information about the use and availability of Contractor's crisis response services;
  - 5.3.4.3 Jail diversion and safety;
  - 5.3.4.4 Strengthening relationships between first (1<sup>st</sup>) responders and providers when support or assistance is needed in working with or engaging members; and
  - 5.3.4.5 Procedures to identify and address joint training needs.
- 5.3.5 Complete all written protocols and agreements within one hundred and twenty (120) days of Contract Award Date.
- 5.3.6 Review the written protocols on an annual basis with system partners and update as needed.
- 5.3.7 Submit written protocols to ADHS/DBHS upon request.
- 5.3.8 Comply with the requirements of the AzEIP. The AzEIP is implemented through the coordinated activities of the DES, ADHS, Arizona State Schools for the Deaf and Blind (ASDB), AHCCCS, and ADE. The AzEIP Program is governed by the Individuals with Disabilities Act (IDEA), Part C (P.L.105-17). AzEIP, through federal regulation, is

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stipulated as the payor of last resort to Medicaid, and is prohibited from supplanting another entitlement program, including Medicaid.

**5.4 Collaboration to Improve Integrated Health Care Service Delivery**

The Contractor shall:

- 5.4.1 Periodically meet with a broad spectrum of behavioral and physical health providers to gather input; discuss issues; identify challenges and barriers; problem-solve; share information and strategize ways to improve or strengthen the integrated health care service delivery.
- 5.4.2 Invite ADHS/DBHS and AHCCCS to participate at these meetings.

**5.5 Collaboration to Improve Behavioral Health Service Delivery**

The Contractor shall:

- 5.5.1 Periodically meet with a broad spectrum of behavioral health providers to gather input; discuss issues; identify challenges and barriers; problem-solve; share information and strategize ways to improve or strengthen the behavioral health service delivery.
- 5.5.2 Invite ADHS/DBHS to participate at these meetings.

**5.6 Collaboration with Peers and Family Members**

The Contractor shall:

- 5.6.1 Periodically meet with a broad spectrum of peers, family members, peer and family run organizations, advocacy organizations or any other persons that have an interest in participating in improving the system. The purpose of these meetings is to gather input; discuss issues; identify challenges and barriers; problem-solve; share information and strategize ways to improve or strengthen the service delivery system.
- 5.6.2 Invite ADHS/DBHS and AHCCCS to participate at these meetings.

**5.7 Collaboration with Tribal Nations**

The Contractor shall:

- 5.7.1 Consult with each Tribal Nation within GSA 6 to ensure availability of appropriate and accessible services.
- 5.7.2 Coordinate eligibility and service delivery with IHS facilities and 638 Tribal Facilities owned and operated by an American Indian Tribe and authorized to provide services pursuant to P.L. 93-638, as amended.
- 5.7.3 Participate at least annually in meetings or forums with the IHS, 638 Providers, and providers that serve American Indian members.

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- 5.7.4 Communicate and collaborate with the tribal, county and state service delivery and legal systems and with the Tribal and IHS Providers to coordinate the involuntary commitment process for American Indian members.
- 5.7.5 Collaborate with ADHS/DBHS and AHCCCS to reach an agreement with Indian Health Services and Phoenix Indian Medical Center to exchange health information, coordinate care and improve health care outcomes for American Indian members.

## 6 PROVIDER NETWORK

### 6.1 Network Development

For all populations eligible for services under this Contract, the Contractor shall develop and maintain a network of providers that:

- 6.1.1 Is sufficient in size, scope and types to deliver all medically necessary covered services and satisfy all service delivery requirements in this Contract (42 CFR 438.206(b)(1)).
- 6.1.2 Delivers culturally and linguistically appropriate services in home and community-based settings for American Indian members and other culturally diverse populations.
- 6.1.3 Provides timely and accessible services to Medicaid eligible members in the amount, duration and scope as those services are available to Non-Medicaid eligible persons within the same service area (42 CFR 438.210(a)(2)).
- 6.1.4 Is designed, established and maintained by utilizing, at a minimum, the following:
  - 6.1.4.1 The number of current and anticipated Title XIX/XXI eligible members;
  - 6.1.4.2 The number of current and anticipated Non-Title XIX SMI eligible members;
  - 6.1.4.3 The number of current and anticipated Non-SMI, Non-Title XIX/XXI members;
  - 6.1.4.4 Current and anticipated utilization of services;
  - 6.1.4.5 Cultural and linguistic needs of members considering the prevalent languages spoken, including sign language, by populations in GSA 6 (42 CFR 432.10(c));
  - 6.1.4.6 The number of providers not accepting new referrals;
  - 6.1.4.7 The geographic location of providers and their proximity to members, considering distance, travel time, the means of available transportation and access for persons with disabilities;
  - 6.1.4.8 Member Satisfaction Survey data;
  - 6.1.4.9 Complaint, grievance and appeal data;



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- 6.1.4.10 Issues, concerns and requests brought forth by state agencies and other system stakeholders that that have involvement with persons eligible for services under this Contract;
- 6.1.4.11 Demographic data; and
- 6.1.4.12 Geo-mapping data.
- 6.1.5 Responds to referrals twenty-four (24) hours per day, seven (7) days per week (42 CFR 438.206(c)(1)(iii)).
- 6.1.6 Responds to routine, immediate, and urgent needs within the established timeframes in conformance with the ADHS/DBHS Policy on *Appointment Standards and Timeliness of Services* (42 CFR 438.206(c)(1)(i)).
- 6.1.7 For Title XIX/XXI members, provides emergency services on a twenty-four (24) hours a day, seven (7) days a week basis and timely access for routine and emergency services (42 CFR 438.206(c)(1)(i) and(iii)).
- 6.1.8 Provides evening or weekend access to appointments (42 CFR 438.206(c)(1)(ii)).
- 6.1.9 Provides all covered services within a continuum of care including crisis services in conformance with the requirements in Sections 4.13 through 4.16.
- 6.1.10 Includes peer and family support specialists.
- 6.1.11 Includes the Arizona State Hospital in accordance with the process described in ADHS/DBHS Policy and Procedures Manual section on the Arizona State Hospital.
- 6.1.12 Offers members a choice of providers in conformance with enrollment/disenrollment procedures in the ADHS/DBHS Policy on *Outreach, Engagement, Re-engagement and Closure*.
- 6.1.13 Includes providers that offer services to both children and adults for members moving from one system of care to another system of care in order to maintain continuity of care without service disruptions or mandatory changes in service providers for those members who wish to keep the same provider.
- 6.1.14 Includes a sufficient number of locally established, Arizona-based, independent peer/consumer and family operated/run organizations to provide support services, advocacy and training.
- 6.1.15 Includes specialty service providers to deliver services to children, adolescents and adults with developmental or cognitive disabilities; sexual offenders; sexual abuse victims; individuals with substance use disorders; individuals in need of dialectical behavior therapy; transition aged youth ages eighteen (18) to twenty-one (21) and infants and toddlers under the age of five (5) years (42 CFR 438.214(c)).
- 6.1.16 Provides services to members who typically receive care in border communities.
- 6.1.17 Has the capability to implement E-Prescribing within its provider network.

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- 6.1.18 Does not discriminate regarding participation in the ADHS/DBHS program, reimbursement or indemnification against any provider based solely on the provider's type of licensure or certification (42 CFR 438.12(a)(1)).
- 6.1.19 Does not discriminate against particular providers that service high-risk populations or specialize in conditions that require costly treatment (42 CFR 438.214(c)). This provision, however, does not prohibit the Contractor from limiting provider participation, provided the needs of Title XIX/XXI members are met. This provision also does not interfere with measures established by the Contractor to control costs consistent with its responsibilities under this Contract (42 CFR 438.12(b)(1)).
- 6.1.20 Timely notifies providers in writing of the reason for its decision if the Contractor declines to include individual or groups of providers in its network, (42 CFR 438.12(a)(1)). The Contractor may not include providers excluded from participation in federal health care programs, under either section 1128 or section 1128A of the Social Security Act (42 CFR 438.214(d)).
- 6.1.21 Supports workforce development and medical residency and dental student training programs in the state of Arizona through Graduate Medical Education (GME) Residency Training Programs or other opportunities for resident participation in Contractor medical management and committee activities. In the event of a contract termination between the Contractor and a Graduate Medical Education Residency Training Program or training site, the Contractor may not remove members from that program in such a manner as to harm the stability of the program. ADHS/DBHS reserves the right to determine what constitutes risk to the program. If a Residency Training Program is in need of patients in order to maintain accreditation, ADHS/DBHS may require the Contractor to make members available to the program. Further, the Contractor must attempt to contract with graduating residents and providers that are opening new practices in, or relocating to, Arizona, especially in rural or underserved areas.

## 6.2 Network Development for Integrated Health Care Service Delivery

For SMI members eligible to receive physical health care services under this Contract, the Contractor shall develop and maintain a network of providers that:

- 6.2.1 Has accessibility to integrated health care covered services within the following designated distance limits:
  - 6.2.1.1 Ninety percent (90%) of SMI members residing within the boundary area of metropolitan Phoenix do not have to travel more than ten (10) miles or fifteen (15) minutes from residence to visit a PCP, dentist or pharmacy; and
  - 6.2.1.2 At least one (1) contracted hospital in each of the service districts specified in Exhibit 12, Hospitals in the Phoenix Metropolitan Area by District.
- 6.2.2 Maximizes the availability and access to community based primary care and specialty care providers.
- 6.2.3 Reduces utilization of the following:
  - 6.2.3.1 Inappropriate emergency services;

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- 6.2.3.2 Single day hospital admissions;
- 6.2.3.3 Hospital based outpatient surgeries when lower cost surgery centers are available; and
- 6.2.3.4 Hospitalization for preventable medical conditions.
- 6.2.4 Has availability of non-emergent after-hours physician services or primary care services.
- 6.2.5 Subcontracts with homeless clinics in Maricopa County at the AHCCCS FFS rate for Primary Care services. Subcontracts must stipulate that:
  - 6.2.5.1 Only those SMI members that request a homeless clinic as their PCP receive such assignment; and
  - 6.2.5.2 SMI members assigned to a homeless clinic may be referred to out-of-network providers for needed specialty services.
- 6.2.6 Assists homeless clinics with administrative issues such as obtaining prior authorization, and resolving claims issues.
- 6.2.7 Attends meetings as necessary with homeless clinics to resolve administrative issues and perceived barriers to the homeless members receiving care.
- 6.2.8 Complies with the requirements for the Network Development and Management Plan in the AHCCCS Contractor Operations Manual Policy 415 and instructions provided by ADHS/DBHS (42 CFR 438.207(b)).
- 6.2.9 Complies with the network requirements in Section 7.5, Primary Care Provider Standards.
- 6.2.10 Complies with the network requirements in Section 7.6, Maternity Care Provider Standards.

### **6.3 Network Management**

For all populations eligible for services under this Contract, the Contractor shall:

- 6.3.1 Monitor providers to demonstrate compliance with all network requirements in this Contract including, at a minimum, the following:
  - 6.3.1.1 Technical assistance and support to consumer-and family-run organizations;
  - 6.3.1.2 Distance traveled; location, time scheduled, and member's response to an offered appointment for services; and
  - 6.3.1.3 Status of required licenses, registration, certification or accreditation (42 CFR 438.206(1)(iv)).
- 6.3.2 Eliminate barriers that prohibit or restrict advocacy for the following:

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- 6.3.2.1 The member's health status, medical care or treatment options, including any alternative treatment that may be self-administered (42 CFR 438.102(a)(1)(i));
- 6.3.2.2 Any information the member needs in order to decide among all relevant treatment options including the risks, benefits, and consequences of treatment or non-treatment (42 CFR 438.102(a)(1)(ii) and(iii)); and
- 6.3.2.3 The member's right to participate in health care decisions including the right to refuse treatment, and to express preferences about future treatment decisions (42 CFR 438.102(a)(1)(iv)).
- 6.3.3 Document in the member's medical record all communication related to the subject matter in Section 6.3.2.
- 6.3.4 Continually assess network sufficiency and capacity using multiple data sources to monitor appointment standards, complaints, grievance and appeals, Title XIX/XXI eligibility utilization of services, penetration rates, member satisfaction surveys and demographic data requirements.
- 6.3.5 When feasible, develop non-financial incentive programs to increase participation in its provider network.

#### **6.4 Out of Network Providers**

For all populations eligible for services under this Contract, the Contractor shall:

- 6.4.1 Provide adequate, timely and medically necessary covered services through an out-of-network provider if Contractor's network is unable to provide adequate and timely services required under this Contract and continue to provide services by an out of network provider until a network provider is available (42 CFR 438.206(b)(4)).
- 6.4.2 Coordinate with out-of-network providers for authorization and payment (42 CFR 438.206(b)(4) and (5)).

For SMI members eligible to receive physical health care services under this Contract, the Contractor shall:

- 6.4.3 Reimburse the provider at the applicable AHCCCS Fee-For –Service rate if the SMI member's physical health provider is not a contracted network provider.
- 6.4.4 Permit the provider to become an in network provider at the Contractor's in network rates.
- 6.4.5 Offer the provider a single case agreement if the provider is unwilling to become a network provider but is willing to continue providing physical health care services to the SMI member at the Contractor's in network rates.

#### **6.5 Notification of Changes to the Network-Request for Approval**

For all populations eligible for services under this Contract, the Contractor shall:

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- 6.5.1 Notify and obtain written approval from ADHS/DBHS before making any Contractor initiated material changes in the size, scope or configuration of the Contractor's provider network that differ from the most recent Provider Affiliation Transmission File, (PAT). See Exhibit 1, Definitions, "Material Change to the Provider Network", for an explanation of what constitutes a material change to the provider network.
- 6.5.2 Submit the request for approval of a material change in the provider network, including draft language to notify affected members, sixty (60) days prior to the expected implementation of the change.
- 6.5.3 Include in its request a description of any short-term gaps identified as a result of the change and the alternatives to address them.
- 6.5.4 Have the discretion to request ADHS/DBHS to expedite the approval process in emergency situations.

#### **6.6 Material Network Change-Member Notification**

For all populations eligible for services under this Contract, the Contractor shall:

- 6.6.1 Provide members with written notice that a provider has been terminated from the network.
- 6.6.2 Provide the notice in Section 6.6.1 within fifteen (15) days after Contractor's receives or provides a termination notice to the provider.
- 6.6.3 Provide the notice in Section 6.6.1 to each member who is or was receiving services on a regular basis from the terminated provider (42 CFR 438.10(f)(5)).
- 6.6.4 Provide affected members thirty (30) days advance written notice of a material change in the provider network.
- 6.6.5 Inform affected members of any other change in the network thirty (30) days prior to the implementation date of the change (42 CFR 438.10(f)(4)).

#### **6.7 Material Network Change-ADHS/DBHS Notification**

For all populations eligible for services under this Contract, the Contractor shall:

- 6.7.1 Notify ADHS/DBHS in writing within one (1) business day of knowledge or in anticipation of the following:
  - 6.7.1.1 Any unexpected network material change;
  - 6.7.1.2 A material network deficiency;
  - 6.7.1.3 Any material change to a subcontracted provider's license, certification or registration; or

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- 6.7.1.4 Any condition which terminates suspends or limits a subcontracted provider from effectively participating in the network, including the necessity for transition of members to a different provider.
- 6.7.2 Include with the notification in Section 6.7.1, the following:
  - 6.7.2.1 The effect of the change, deficiency or condition on service delivery;
  - 6.7.2.2 Strategies to minimize disruption to member care and service delivery;
  - 6.7.2.3 Strategies for consultation with member treatment teams to discuss revisions to service plans to access available alternative service delivery options;
  - 6.7.2.4 Strategies to address the change, deficiency or condition in order to restore the network to full capacity;
  - 6.7.2.5 The number of Title XIX/XXI and Non-Title XIX/XXI members affected by the network change, deficiency or condition in each program category; and
  - 6.7.2.6 Strategies to communicate the network change, deficiency or condition to members, other providers and stakeholders.

#### **6.8 Material Network Change-Member Transition**

For all populations eligible for services under this Contract, the Contractor shall:

- 6.8.1 Upon ADHS/DBHS request, submit a written plan to address:
  - 6.8.1.1 Strategies for transitioning members affected by the change deficiency or condition to a different provider; and
  - 6.8.1.2 Strategies to restore the network to full capacity.
- 6.8.2 Include with the plan in Section 6.8.1 documentation of all activities for each member transitioned to a different provider and at a minimum, the following:
  - 6.8.2.1 Member name;
  - 6.8.2.2 Title XIX/XXI eligibility status;
  - 6.8.2.3 SMI eligibility status;
  - 6.8.2.4 Date of birth;
  - 6.8.2.5 Program category;
  - 6.8.2.6 Description of all services the member receives or will receive;
  - 6.8.2.7 Name of the new provider;
  - 6.8.2.8 Date and method of member notification;

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- 6.8.2.9 Service disruption or service termination resulting from the transition;
- 6.8.2.10 Date of first appointment with the new provider; and
- 6.8.2.11 Re-engagement activities provided to members who miss their first (1<sup>st</sup>) appointment with the new provider.

**6.9 Network Reporting Requirements**

For all populations eligible for services under this Contract, the Contractor shall submit the following deliverables related to its Provider Network in accordance with Exhibit 9.

Quarterly Deliverables:

- 6.9.1 A System of Care Plan Status Update Report in a format approved by ADHS/DBHS that contains progress to date in implementing priority development areas for the System of Care including barriers experienced in implementation and actions to address the barriers.
- 6.9.2 Provider Terminations due to rates/Providers that Diminish their Scope of Service and/or Closed their Panel due to Rates.
- 6.9.3 Minimum Network Requirements Verification Template, in conformance with ACOM Policy 436.
- 6.9.4 Appointment Availability Report, in conformance with ACOM Policy 417.

Annual Deliverables:

- 6.9.5 Assurance of Network Adequacy and Sufficiency Report: The Report shall be supported by data to demonstrate the adequacy and sufficiency of its provider network in delivering all medically necessary covered services 42 CFR 438.207(c).

Contractor shall include with submission an assurance, signed by its CEO attesting that its network:

- 6.9.5.1 Offers a full array of service providers to meet the needs of the actual and anticipated number of children, Title XIX/XXI members and Non-Title XIX persons with SMI and the SMI Members receiving physical health care services under this Contract in GSA 6;
  - 6.9.5.2 Is sufficient in number, mix, and geographic distribution of providers including crisis providers to meet the accessibility and service needs of the populations under this Contract in GSA 6;
  - 6.9.5.3 Is developed, maintained, managed and expanded in conformance with the goals and objectives in both the Adult and Children System of Care Network Development Plan.
- 6.9.6 The Annual Provider Network Development and Management Plan in a format approved by ADHS/DBHS including:

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6.9.6.1 An analysis that will determine the current status of network sufficiency at all levels in order to identify network development needs. The Contractor should address the needs for the next contract year, based on a methodology approved by ADHS/DBHS. Contractor's analysis shall utilize multiple data sources such as appointment standards compliance, complaints, grievance and appeals, Title XIX/XXI eligibility, service utilization, penetration rates, member satisfaction surveys, demographic data, and any other relevant data to assess further network development needs. Contractor's analysis shall include:

6.9.6.1.1 A narrative that describes the provider network sufficiency for services to the children, Title XIX/XXI and Non-Title XIX/XXI SMI members and SMI Members receiving physical health care services under this Contract;

6.9.6.1.2 A description of any material gaps and barriers in meeting the goals and objectives of the prior year plan and strategies to resolve any material gaps and barriers in network development;

6.9.6.1.3 A description of subcontracts for substance abuse prevention and treatment through the SABG Block Grant utilizing capacity data including wait list management methods for SABG Block Grant Priority populations; and

6.9.6.1.4 A directory of network providers to be posted on Contractor's web site in conformance with Section 11.5.2.9, Web site and Social Media Requirements.

6.9.6.2 Minimum network standards, provided by ADHS/DBHS' analysis based on geo-mapping access.

6.9.6.3 Minimum total number of full time equivalent staff that will be working within provider agencies or operating independently.

6.9.6.4 A description of providers in each category of covered health services as identified by ADHS/DBHS.

6.9.6.5 A description of specialty service providers, including providers with expertise to deliver services to children, adolescents and adults with developmental or cognitive disabilities; sexual offenders; sexual abuse trauma victims; individuals with use disorders; individuals in need of dialectical behavior therapy; and infants and toddlers under the age of five (5) years (42 CFR 438.214(c)).

6.9.6.6 A description of peer support providers, family support providers and providers that deliver consumer and family support services.

6.9.7 Submit to ADHS/DBHS for approval, Contractor's System of Care Plan according to instructions provided by ADHS/DBHS. Contractor's Plan shall address both a Children's System of Care Plan section and an Adult System of Care Plan section that includes the following:



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6.9.7.1 Specific action steps and measurable outcomes that are aligned with the goals and objectives in the statewide ADHS/DBHS Annual System of Care Plan;

6.9.7.2 Address regional needs and incorporate region-wide, network specific goals and objectives for each Plan; and

6.9.7.3 Align Contractor's Plan with ADHS/DBHS' network expansion goals in the ADHS/DBHS System of Care Plan. The Contractor shall participate in the System of Care annual planning process and shall invite family members and other community stakeholders to participate.

Ad Hoc Reports

6.9.8 Notification of a material network change in conformance with Section 6.7, Material Network Change-ADHS/DBHS Notification.

6.9.9 Submit CFT Practice Review/Practice Improvement Plans.

**6.10 Provider Affiliation Transmission**

The Contractor shall:

6.10.1 Comply with the requirements to collect and submit information to ADHS/DBHS in conformance with the specifications in the Provider Affiliation Transmission (PAT) User Manual.

6.10.2 Be subject to corrective action, if required, when the provider affiliation transmission information is untimely, inaccurate or incomplete.

**7 PROVIDER REQUIREMENTS**

**7.1 Provider Registration Requirements**

The Contractor shall:

7.1.1 Require subcontracted providers to have a license, registration, certification or accreditation in conformance with the ADHS/DBHS Covered Behavioral Health Services Guide, or other state or federal law and regulations.

7.1.2 Require through verification and monitoring that subcontracted providers:

7.1.2.1 Register with AHCCCS as applicable or in conformance with the ADHS/DBHS Covered Behavioral Health Services Guide;

7.1.2.2 Sign the Provider Participation Agreement; and

7.1.2.3 Obtain a unique National Provider Identifier (NPI).

**7.2 Provider Manual Policy General Requirements**

The Contractor shall:

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- 7.2.1 Develop, distribute and maintain a Provider Manual consistent with the requirements in the ADHS/DBHS Policy and Procedures Manual.
- 7.2.2 Add the Contractor's specific provider operational requirements and information into an electronic version of the Provider Manual.
- 7.2.3 Transmit copies to ADHS/DBHS on all communication regarding updates to Contractor's Provider Manual.
- 7.2.4 Obtain ADHS/DBHS prior approval for any Provider Manual content created or deleted by the Contractor that result in material changes to operations or directly impacts members.
- 7.2.5 Add Contractor-specific policies that the Contractor requires in the Provider Manual.
- 7.2.6 Complete and disseminate Provider Manual changes to all subcontracted providers no later than the effective date indicated.
- 7.2.7 Modify practice in accordance with the new or revised Provider Manual policies by the effective date.
- 7.2.8 Post an electronic version of the Provider Manual policies to the Contractor's web site and make hard copies available upon request.
- 7.2.9 Require subcontracted providers to utilize the Contractor-specific version of the Provider Manual for the provision of covered behavioral health services.
- 7.2.10 Permit subcontracted providers to add detail to the specific requirements established by the Contractor; but shall prohibit provider policies that are contrary or redundant to content already established in the Contractor Provider Manual.
- 7.2.11 Maintain the Contractor Provider Manual to be consistent with federal and state laws that govern member rights when delivering services, including the protection and enforcement, at a minimum, of a person's right to the following:
  - 7.2.11.1 Be treated with respect and due consideration for his or her dignity and privacy (42 CFR 100.(b)(2)(ii));
  - 7.2.11.2 Receive information on available treatment options and alternatives, presented in a manner appropriate to the member's condition and ability to understand (42 CFR 100(b)(2)(iii));
  - 7.2.11.3 Participate in decisions regarding his or her health care, including the right to refuse treatment (42 CFR 100(b)(2)(iv));
  - 7.2.11.4 Be free from any form of restraint or seclusion used as a means of coercion, discipline, convenience, or retaliation (42 CFR 100(b)(2)(v));
  - 7.2.11.5 Request and receive a copy of his or her medical records, and to request that they be amended or corrected, as specified in 45 CFR part 164 and applicable state law (42 CFR 100(b)(2)(vi)); and

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7.2.11.6 Exercise his or her rights and that the exercise of those rights shall not adversely affect service delivery to the member (42 CFR 438.100(c)).

7.2.12 Consistent with Section 7.2.5, include the following policies:

7.2.12.1 A description of sanctions for noncompliance with provider subcontract requirements;

7.2.12.2 Financial management, audit and reporting, and disclosure;

7.2.12.3 Fraud, Waste and Program abuse and Corporate Compliance;

7.2.12.4 Quality Management/Utilization Management, including annual Quality Management Plan, development, implementation, monitoring;

7.2.12.5 Medical Management, including annual Medical Management Plan, Medical Management work plan and evaluation of outcomes;

7.2.12.6 Special service delivery systems;

7.2.12.7 Responsibility for clinical oversight and point of contact;

7.2.12.8 Inter-rater reliability to assure the consistent application of coverage criteria;

7.2.12.9 Overview of the Contractor's Provider Service department and function;

7.2.12.10 Emergency room utilization guidelines, including appropriate and inappropriate use of the emergency room;

7.2.12.11 EPSDT services in conformance with Exhibit 4, *Early and Periodic Screening, Diagnostic and Treatment (EPSDT)* including a description of dental services coverage and limitations;

7.2.12.12 Maternity services in conformance with Exhibit 4, *Maternity*;

7.2.12.13 Family Planning services in conformance with Exhibit 4, *Family Planning*;

7.2.12.14 PCP assignments;

7.2.12.15 Referrals to specialists and other providers;

7.2.12.16 Claims medical review; and

7.2.12.17 Medication management services;

### 7.3 Provider Manual Policy Network Requirements

The Contractor shall, consistent with Section 7.2.5, include the following Provider Network Policies and Procedures (42 CFR 438.214):

7.3.1 Provider selection and retention criteria (42 CFR 438.214(a));

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- 7.3.2 Communication with providers regarding contractual and program changes and requirements;
- 7.3.3 Monitoring and maintaining providers' compliance with AHCCCS and ADHS/DBHS policies and rules, including grievance system requirements and ensuring member care is not compromised during the grievance/appeal process;
- 7.3.4 Evaluating the network for delivery of quality of covered services;
- 7.3.5 Providing or arranging for medically necessary covered services should the network become temporarily insufficient;
- 7.3.6 Monitoring the adequacy, accessibility and availability of the Provider Network to meet the needs of the members, including the provision of culturally competent care to members with limited proficiency in English;
- 7.3.7 Monitoring network capacity to have sufficient qualified providers to serve all members and meet their specialized needs;
- 7.3.8 Processing expedited and temporary credentials;
- 7.3.9 Recruiting, selecting, credentialing, re-credentialing and contracting with providers in a manner that incorporates quality management, utilization, office audits and provider profiling;
- 7.3.10 Providing training for its providers and maintaining records of such training;
- 7.3.11 Tracking and trending provider inquiries/complaints/requests for information and taking systemic action as necessary and appropriate;
- 7.3.12 Ensuring that provider calls are acknowledged within three (3) business days of receipt, are resolved and the result communicated to the provider within thirty (30) business days of receipt (includes referrals from ADHS/DBHS or AHCCCS);
- 7.3.13 Service accessibility, including monitoring appointment standards, appointment waiting times and service provision standards;
- 7.3.14 Guidelines to establish reasonable geographic access to service for members;
- 7.3.15 Collecting information on the cultural needs of communities and that the Provider Network adequately addresses identified cultural needs; and
- 7.3.16 Provider capacity by provider type needed to deliver covered services.

#### **7.4 Specialty Service Providers**

The Contractor shall:

- 7.4.1 Cooperate with AHCCCS, which may at any time negotiate or contract on behalf of the Contractor and ADHS/DBHS for specialized hospital and medical services such as transplant services, anti-hemophilic agents and pharmaceutical related services.

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Existing Contractor resources will be considered in the development and execution of specialty contracts.

- 7.4.2 Modify its service delivery network to accommodate the provisions of specialty contracts when required by ADHS/DBHS. ADHS/DBHS may waive this requirement in particular situations if such action is determined to be in the best interest of the state.
- 7.4.3 Not include in capitation rates development or risk sharing arrangement any reimbursement exceeding that payable under the relevant AHCCCS specialty contract.
- 7.4.4 Cooperate with ADHS/DBHS and AHCCCS during the term of specialty contracts if ADHS/DBHS or AHCCCS acts as an intermediary between the Contractor and specialty Contractors to enhance the cost effectiveness of service delivery and medical management.
- 7.4.5 Be responsible for adjudication of claims related to payments provided under specialty contracts. AHCCCS may provide technical assistance prior to the implementation of any specialty contracts.
- 7.4.6 Be given at least sixty (60) days advance written notice prior to the implementation of any specialty contract.

#### **7.5 Primary Care Provider Standards**

For SMI members eligible to receive physical health care services, the Contractor shall:

- 7.5.1 Have a sufficient number of PCPs in its Provider Network to meet the requirements of this Contract.
- 7.5.2 Have Arizona licensed PCPs as allopathic or osteopathic physicians in its Provider Network that generally specialize in family practice, internal medicine, obstetrics, gynecology, or pediatrics; certified nurse practitioners or certified nurse midwives; or physician's assistants (42 CFR 438.206(b)(2)).
- 7.5.3 When determining assignments to a PCP:
  - 7.5.3.1 Assess the PCP's ability to meet ADHS/DBHS appointment availability and other standards;
  - 7.5.3.2 Consider the PCP's total panel size;
  - 7.5.3.3 Adjust the size of a PCP's panel, as needed, for the PCP to meet ADHS/DBHS appointment and clinical performance standards; and
  - 7.5.3.4 Be informed by ADHS/DBHS when a PCP has a panel of more than 1,800 AHCCCS members to assist in the assessment of the size of its panel.
- 7.5.4 Monitor PCP assignments so that each member is assigned to an individual PCP and that the Contractor's data regarding PCP assignments is current.
- 7.5.5 Assign members diagnosed with AIDS or as HIV positive to PCPs that comply with criteria and standards set forth in the AHCCCS Medical Policy Manual.

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- 7.5.6 Educate and train providers serving EPSDT members to utilize AHCCCS-approved EPSDT Tracking Forms and standard developmental screening tools.
- 7.5.7 Offer members freedom of choice in selecting a PCP within the network (42 CFR 438.6(m)).
- 7.5.8 Not restrict PCP choice unless the member has shown an inability to form a relationship with a PCP, as evidenced by frequent changes, or when there is a medically necessary reason.
- 7.5.9 Inform the member in writing of his or her enrollment and PCP assignment within ten (10) days of the Contractor's receipt of notification of a new member assignment by ADHS/DBHS.
- 7.5.10 Include with the notification required in Section 7.5.9:
  - 7.5.10.1 A list of all the Contractor's available PCPs;
  - 7.5.10.2 The process for changing the PCP assignment; and
  - 7.5.10.3 Information required in the AHCCCS Contractor Operations Manual Member Information Policy.
- 7.5.11 Inform the member in writing of any PCP change.
- 7.5.12 Allow members to make the initial PCP selection and any subsequent PCP changes verbally or in writing.
- 7.5.13 Hold the PCP responsible, at a minimum, for the following activities (42 CFR 438.208(b)(1)):
  - 7.5.13.1 Supervision, coordination and provision of care to each assigned member; except for dental services provided to EPSDT members without a PCP referral;
  - 7.5.13.2 Initiation of referrals for medically necessary specialty care;
  - 7.5.13.3 Maintaining continuity of care for each assigned member;
  - 7.5.13.4 Maintaining the member's medical record, including documentation of all services provided to the member by the PCP, as well as any specialty or referral services;
  - 7.5.13.5 Utilizing the AHCCCS approved EPSDT Tracking Forms;
  - 7.5.13.6 Providing clinical information regarding member's health and medications to the treating provider, including behavioral health providers, within ten (10) business days of a request from the provider; and
  - 7.5.13.7 Enrolling as a Vaccines for Children (VFC) provider for members age eighteen (18) only.

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7.5.14 Develop and implement policies and procedures to monitor PCP activities.

7.5.15 Develop and implement policies and procedures to notify and provide documentation to PCPs for specialty and referral services available to members by specialty physicians, and other health care professionals.

#### **7.6 Maternity Care Provider Standards**

For SMI members receiving physical health care services under this Contract that are pregnant, the Contractor shall:

7.6.1 Designate a maternity care provider for each pregnant member for the duration of her pregnancy and postpartum care to deliver maternity services in conformance with the AHCCCS Medical Policy Manual.

7.6.2 Include the following maternity care providers in its provider network:

7.6.2.1 Arizona licensed allopathic and/or osteopathic physicians that are Obstetricians or general practice/family practice providers to provide maternity care services;

7.6.2.2 Physician Assistants;

7.6.2.3 Nurse Practitioners;

7.6.2.4 Certified Nurse Midwives; and

7.6.2.5 Licensed Midwives.

7.6.3 Offer pregnant members a choice or be assigned, a PCP that provides obstetrical care consistent with the freedom of choice requirements for selecting health care professionals so as not to compromise the member's continuity of care.

7.6.4 Allow members anticipated to have a low-risk delivery, the option to elect to receive labor and delivery services in their home from their maternity provider if this setting is included in the allowable settings for the Contractor, and the Contractor has providers in its network that offer home labor and delivery services.

7.6.5 Allow members anticipated to have a low-risk prenatal course and delivery the option to elect to receive prenatal care, labor and delivery and postpartum care by certified nurse midwives or licensed midwives.

7.6.6 For members receiving maternity services from a certified nurse midwife or a licensed midwife, assign a PCP to provide other health care and medical services. A certified nurse midwife may provide those primary care services that he or she is willing to provide and that the member elects to receive from the certified nurse midwife. Members receiving care from a certified nurse midwife may also elect to receive some or all her primary care from the assigned PCP. Licensed midwives may not provide any additional medical services as primary care is not within their scope of practice.

7.6.7 Require all physicians and certified nurse midwives who perform deliveries to have OB hospital privileges or a documented hospital coverage agreement for those practitioners

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performing deliveries in alternate settings. Licensed midwives perform deliveries only in the member's home. Physicians, certified nurse practitioners and certified nurse midwives within the scope of their practice may provide labor and delivery services in the member's home.

#### **7.7 Federally Qualified Health Centers and Rural Health Clinics**

For SMI members receiving physical health care services, the Contractor shall:

- 7.7.1 Encourage the use of FQHCs/RHCs and FQHC look-alikes in Arizona to provide covered services.
- 7.7.2 Negotiate rates of payment with FQHCs/RHCs and FQHC look-alikes for non-pharmacy services that are comparable to the rates paid to providers that provide similar services. ADHS/DBHS reserves the right to review a Contractor's negotiated rates with an FQHC/RHC or FQHC look-alike for reasonableness and to require adjustments when negotiated rates are found to be substantially less than those being paid to other, non-FQHC/RHC or FQHC look-alike providers for comparable services.
- 7.7.3 Submit member information for each FQHC/RHC and FQHC look-alike on a quarterly basis as a part of the financial statement reporting package due to ADHS/DBHS thirty (30) days after the quarter or forty (40) days after September 30<sup>th</sup>. ADHS/DBHS will perform periodic audits of the member information submitted.
- 7.7.4 Refer to the AHCCCS Reporting Guide for Acute Care Contractors and the AHCCCS web site for a list of FQHCs/RHCs registered with AHCCCS.

## **8 MEDICAL MANAGEMENT**

### **8.1 General Requirements**

For all populations eligible to receive services under this Contract, the Contractor shall:

- 8.1.1 Implement, monitor, evaluate and comply with applicable requirements in the ADHS/DBHS Policy and Procedures Manual, the Contractor Provider Manual, Exhibit 7, ADHS/DBHS Bureau of Quality and Integration (BQ&I) Specifications Manual, and Exhibit 7, AHCCCS Medical Policy Manual, Chapter 100.
- 8.1.2 Monitor subcontractors' medical management activities for compliance with federal regulations, AHCCCS and ADHS/DBHS requirements, and adherence to Contractor's Medical Management Plan.
- 8.1.3 Develop an annual Medical Management (MM) Plan, evaluation, and work plan that includes:
  - 8.1.3.1 Short- and long-term strategies for improving care coordination using the physical and behavioral health care data available for members with behavioral health needs;



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- 8.1.3.2 Criteria to stratify data to identify high risk/high cost members (super utilizer within six (6) months of Contract implementation);
  - 8.1.3.2.1 Documentation of collaboration and meetings with AIHP and AHCCCS Health Plans in their assigned GSA at least semi-monthly to identify and jointly manage shared members that would benefit from intervention and care coordination to improve health outcomes;
  - 8.1.3.2.2 Documentation of the super-utilizer report to ADHS and AHCCCS every six (6) months regarding criteria to identify members, count of members and outcomes;
- 8.1.3.3 Proposed interventions to improve health care outcomes, such as developing care management strategies to work with acute care providers to coordinate care;
- 8.1.3.4 Identification of a minimum of one measurable short and long term goal, such as performance indicators, designed to determine the impact of applied interventions such as reduced emergency room visits (all cause, inpatient admissions (all cause), and readmission rates (all cause); Establish a Medical and Utilization Management (MM/UM) unit within its organizational structure that is separate and distinct from any other units or departments such as Quality Management.
- 8.1.4 Establish a MM/UM Committee, Pharmacy and Therapeutics (P&T) subcommittee and other subcommittees under the MM/UM Committee.
- 8.1.5 Require the MM/UM Committee and P&T subcommittee to meet at least quarterly and be chaired by the Chief Medical Officer.
- 8.1.6 Report Medical Management data and management activities through the MM/UM Committee to analyze the data, make recommendations for action, monitor the effectiveness of actions and report these findings to the Committee.
- 8.1.7 Provide subcontractors and providers with technical assistance regarding medical management as needed and consider corrective action and sanctions, for subcontractors who consistently fail to meet medical management objectives, including, at a minimum, compliance with medical management requirements and the submission of complete, timely and accurate utilization or medical management reports and data.
- 8.1.8 Require its MM/UM Committee to proactively and regularly review complaint, grievance and appeal data to identify outlier members who have filed multiple complaints, grievances or appeals regarding services or against the Contractor or who contact governmental entities for assistance, including ADHS/DBHS and AHCCCS.
- 8.1.9 Coordinate and implement any necessary clinical interventions or service plan revisions in the event a particular member is identified as an outlier.
- 8.1.10 Utilize an Arizona licensed dentist to review complex cases involving dental services or when reviewing or denying dental services.

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- 8.1.11 Have the discretion to utilize a person with expertise and experience in dental claims management for matters related to dental services not covered in Section 8.1.10.
- 8.1.12 Assure that all staff members having contact with members or providers receive initial and ongoing training with regard to the appropriate identification and handling of quality of care/service concerns.

#### **8.2 Utilization Data Analysis and Data Management**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.2.1 Develop a process to collect, monitor, analyze, evaluate and report utilization data consistent with the ADHS/DBHS BQ&I Specifications Manual.
- 8.2.2 At a minimum, review and analyze the following data elements, interpret the variances, review outcomes and develop and/or approve interventions based on the findings:
  - 8.2.2.1 Under and over utilization of service and cost data;
  - 8.2.2.2 Avoidable hospital admissions and readmission rates and the Average Length of Stay (ALOS) for all psychiatric inpatient facilities, and medical facilities for Medicaid eligible SMI members receiving physical health care services;
  - 8.2.2.3 Follow up after discharge;
  - 8.2.2.4 Outpatient civil commitments;
  - 8.2.2.5 Emergency Department (ED) utilization and crisis services use;
  - 8.2.2.6 Prior authorization/denial and notices of action;
  - 8.2.2.7 Pharmacy utilization;
  - 8.2.2.8 Laboratory and diagnostic utilization; and
  - 8.2.2.9 Medicare utilization.
- 8.2.3 Ensure intervention strategies have measurable outcomes and are recorded in the UM/MM Committee meeting minutes.

#### **8.3 Prior Authorization**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.3.1 Identify and communicate to providers and members those services that require authorization and the relevant clinical criteria required for authorization decisions.
- 8.3.2 Authorize services in conformance with Section 4.2.2.
- 8.3.3 Consult with the provider requesting authorization when appropriate.

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- 8.3.4 Specify timeframes for responding to requests for initial and continuous determinations for standard and expedited authorization requests (42 CFR.438.210).
- 8.3.5 Make decisions based on adopted national standards or a consensus of relevant healthcare professionals.
- 8.3.6 Monitor members with special health care needs for direct access to care.
- 8.3.7 Have a process in place for authorization determinations when Contractor is not the primary payor.
- 8.3.8 Assess, monitor and report quarterly through the MM/UM Committee medical decisions to assure compliance with timeliness and Notice of Action (NOA) intent, and that the decisions comply with all Contractor coverage criteria. This includes quarterly evaluation of all NOA decisions that are made by a subcontractor.

#### **8.4 Concurrent Review**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.4.1 Develop and implement procedures for review of medical necessity prior to a planned institutional admission.
- 8.4.2 Develop and implement procedures for determining medical necessity for ongoing institutional care (42 CFR 438.210(b)(1)).
- 8.4.3 Specify timeframes and frequency for conducting concurrent review.
- 8.4.4 Make decisions on coverage based on adopted national standards or a consensus of relevant healthcare professionals.

#### **8.5 Additional Authorization Requirements**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.5.1 Require admission and continued stay authorizations for members in Level I inpatient facilities including Residential Treatment Centers (RTC), Level I sub-acute facilities, Behavioral Health Residential facilities, and Home Care Training to Home Care Client (HCTC) facilities are conducted by a physician or other qualified health care professional.
- 8.5.2 Require a health care professional who has appropriate expertise in treating the condition to review and approve any decision that determines the criteria for admission or continued stay is not met prior to issuing a decision (42 CFR 438.210(b)(3)).
- 8.5.3 Comply with member notice requirements in ADHS/DBHS Policy on Notice Requirements and Appeal Process for Title XIX and Title XXI Eligible Persons and Notice and Appeal Requirements (SMI and Non-SMI/Non-Title XIX/XXI).

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- 8.5.4 Require consistent application of standardized review criteria in making authorization decisions on requests for initial and continuing authorizations of services and consult with the requesting provider when appropriate (42 CFR 438.210(b)(i) and (ii)).

#### **8.6 Discharge Planning**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.6.1 Develop and implement policies and procedures for proactive discharge planning when members have been admitted into inpatient facilities even when the Contractor is not the primary payor.

#### **8.7 Inter- rater Reliability**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.7.1 Develop and implement a process to ensure consistent application of review criteria in making medical necessity decisions which include prior authorization, concurrent review, and retrospective review.
- 8.7.2 Monitor the staff involved in these processes receive inter-rater reliability training and testing within ninety (90) days of hire and annually thereafter.

#### **8.8 Retrospective Review**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.8.1 Develop and implement a process or policy describing services requiring retrospective review.
- 8.8.2 Develop and implement guidelines to determine if a Provider-Preventable condition occurred and if the Health Care Acquired Condition (HCAC) or Other Provider-Preventable Condition (OPPC) was the result of a mistake or error by a hospital or medical professional.
- 8.8.3 Conduct a quality of care investigation and report the HCAC or OPPC occurrence and results of the investigation to ADHS/DBHS Quality Management.

#### **8.9 Practice Guidelines**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.9.1 Adopt and disseminate to providers, members and potential members upon request, Clinical Practice Guidelines based on reliable clinical evidence or a consensus of health care professionals in the field that consider member needs; (42 CFR 438.236(c)).
- 8.9.2 Review Clinical Practice Guidelines annually in the MM/UM Committee and in conjunction with contracted providers to determine if the guidelines remain applicable and reflect the best practice standards. (42 CFR 438.236(b)).

#### **8.10 New Medical Technologies and New Uses of Existing Technologies**

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For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.10.1 Develop and implement policies and procedures for evaluation of new medical technologies and new uses of existing technologies on a case by case basis to allow for individual members' needs to be met.
- 8.10.2 Evaluate peer-reviewed medical literature that includes well designed investigations reproduced by non-affiliated authoritative sources with measurable results and with positive endorsements by national medical bodies regarding scientific efficacy and rationale.
- 8.10.3 Obtain ADHS/DBHS approval prior to implementing new technologies and/or new use of existing technologies.

#### **8.11 Care Coordination**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.11.1 Comply with all requirements in Sections 5.1 and 5.2.
- 8.11.2 Establish a process to ensure coordination of member care needs across the continuum based on early identification of health risk factors or special care needs.
- 8.11.3 Ensure the provision of appropriate services in acute, home, chronic, and alternative care settings that meet the members' needs in the most cost effective manner available.
- 8.11.4 Establish a process for timely and confidential communication of clinical information among providers.

#### **8.12 Disease Management**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.12.1 Develop and implement a program that focuses on members with high risk and/or chronic conditions that include a concerted intervention plan, including interventions targeting chronic behavioral and physical health conditions such as cardiac disease, chronic heart failure, chronic obstructive pulmonary disease, diabetes mellitus and asthma.
- 8.12.2 Ensure the goal of the program is to employ strategies such as health coaching and wellness to facilitate behavioral change to address underlying health risks and to increase member self-management as well as improve practice patterns of providers, thereby improving healthcare outcomes for members.
- 8.12.3 Develop methodologies to evaluate the effectiveness of programs including education specifically related to the identified member's ability to self-manage disease and measurable outcomes.

#### **8.13 Care Management Program-Goals**

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Care Management is essential to successfully improving healthcare outcomes for a specifically defined segment of Title XIX eligible SMI members receiving physical health care services under this Contract. Care Management is designed to cover a wide spectrum of episodic and chronic health care conditions for members in the top tier of high risk/high cost members with an emphasis on proactive health promotion, health education, disease management, and self-management resulting in improved physical and behavioral health outcomes. Care Management is an administrative function and not a billable service. It is performed by the Contractor's Care Managers. While Care Managers can provide consultation to a member's Treatment Team, they should not perform the day-to-day duties of case management or service delivery.

The primary goals of the Contractor's Care Management program are as follows:

- 8.13.1 Identify the top tier of high risk/high cost members with serious mental illness in a fully integrated health care program (estimated at twenty percent (20%));
- 8.13.2 Effectively transition members from one level of care to another;
- 8.13.3 Streamline, monitor and adjust members' care plans based on progress and outcomes;
- 8.13.4 Reduce hospital admissions and unnecessary emergency department and crisis service use; and
- 8.13.5 Provide members with the proper tools to self-manage care in order to safely live work and integrate into the community.

#### **8.14 Care Management Program-General Requirements**

For SMI members receiving physical health care services under this Contract, the Contractor shall:

- 8.14.1 Establish and maintain a Care Management Program (CMP). See Exhibit 1, Definitions for an explanation of "Care Management Program".
- 8.14.2 Have the following capability for the top tier of high risk/ high cost SMI members:
  - 8.14.2.1 On an ongoing basis, utilize tools and strategies to stratify all SMI members into a case registry, which at a minimum, shall include:
  - 8.14.2.2 Diagnostic classification methods that assign primary and secondary chronic co-morbid conditions;
  - 8.14.2.3 Predictive models that rely on administrative data to identify those members at high risk for over-utilization of behavioral health and physical health services, adverse events, and higher costs;
  - 8.14.2.4 Incorporation of health risk assessments into predictive modeling in order to tier members into categories of need to design appropriate levels of clinical intervention, especially for those members with the most potential for improved health-related outcomes and more cost-effective treatment;
  - 8.14.2.5 Criteria for identifying the top tier of high cost, high risk members for enrollment into the Care Management Program; and

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- 8.14.2.6 Criteria for disenrolling members from the Care Management Program.
- 8.14.3 Assign and monitor Care Management caseloads consistent with a member's acuity and complexity of need for Care Management.
- 8.14.4 Allocate Care Management resources to members consistent with acuity, and evidence-based outcome expectations.
- 8.14.5 Provide technical assistance to Care Managers including case review, continuous education, training and supervision.
- 8.14.6 Communicate Care Management activities with all of Contractor's organizational units with emphasis on regular channels of communication with Contractor's Medical Management, Quality Management and Provider Network departments.
- 8.14.7 Have Care Managers who, at a minimum, shall be required to complete a comprehensive case analysis review of each member enrolled in Contractor's Care Management Program on a quarterly basis. The case analysis review shall include, at a minimum;
  - 8.14.7.1 A medical record chart review;
  - 8.14.7.2 Consultation with the member's treatment team;
  - 8.14.7.3 Review of administrative data such as claims/encounters; and
  - 8.14.7.4 Demographic and customer service data.
- 8.14.8 Care Managers shall establish and maintain a Care Management Plan for each member enrolled in Contractor's Care Management Program. The Care Management Plan, at a minimum, shall:
  - 8.14.8.1 Describe the clinical interventions recommended to the treatment team;
  - 8.14.8.2 Identify coordination gaps, strategies to improve care coordination with the member's service providers;
  - 8.14.8.3 Require strategies to monitor referrals and follow-up for specialty care and routine health care services including medication monitoring; and
  - 8.14.8.4 Align with the member's Individual Recovery Plan, but is neither a part of nor a substitute for that Plan.

#### **8.15 Drug Utilization Review**

For all populations eligible for covered services under this Contract, the Contractor shall:

- 8.15.1 Develop and implement a process for ongoing review of the prescribing, dispensing, and use of medications to assure efficacious, clinically appropriate, safe, and cost-effective drug therapy to improve health status and quality of care.

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- 8.15.2 Ensure coverage decisions are based on scientific evidence, standards of practice, peer-reviewed medical literature, outcomes research data, or practice guidelines (42 CFR 438.236(d))
- 8.15.3 Perform pattern analyses that evaluate clinical appropriateness, over and underutilization, therapeutic duplications, contraindications, drug interactions, incorrect duration of drug treatment, clinical abuse or misuse, use of generic products, and mail order medications (42 CFR 438.204(b)(3)).
- 8.15.4 Provide education to prescribers on drug therapy problems based on utilization patterns with the aim of improving safety, prescribing practices, and therapeutic outcomes.

#### **8.16 Pre-Admission Screening and Resident Review (PASRR) Requirements**

The Contractor shall:

- 8.16.1 Administer the PASRR Level II evaluations and meet required time frames for assessment and submission to ADHS/DBHS.
- 8.16.2 Determine the appropriateness of admitting persons with mental illness to Medicaid-certified nursing facilities, to determine if the level of care provided by the nursing facility is needed and whether specialized services for persons with mental impairments are required.
- 8.16.3 Subcontract for these services if necessary, and demonstrate that a licensed physician who is Board-certified or Board-eligible in psychiatry conducts PASRR Level II evaluations in conformance with 42 CFR Part 483, Subpart C and the ADHS/DBHS Policy and Procedures Manual section on *Pre-Admission Screening and Resident Review (PASRR)*.
- 8.16.4 Submit a PASRR packet that includes an invoice to the ADHS/DBHS.

#### **8.17 Medical Management Reporting Requirements**

The Contractor shall submit all deliverables related to Medical Management in accordance with Exhibit 9.

### **9 APPOINTMENT AND REFERRAL REQUIREMENTS**

#### **9.1 Appointments**

For all populations covered under this Contract, the Contractor shall:

- 9.1.1 Develop and implement policies and procedures to monitor the availability and timeliness of appointments for members and disseminate information regarding appointment standards to members, subcontractors and providers in conformance with ADHS/DBHS Policy on *Appointment Standards and Timeliness of Services*.



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- 9.1.2 Except as otherwise specified in Section 9.2 and in conformance with ADHS/DBHS Policy on *Appointment Standards and Timeliness of Services*, provide appointments to members as follows:
- 9.1.2.1 Emergency appointments within twenty-four (24) hours of referral, including, at a minimum, the requirement to respond to hospital referrals for Title XIX/XXI members and Non-Title XIX members with SMI;
  - 9.1.2.2 Routine appointment for initial assessment within seven (7) days of referral;
  - 9.1.2.3 Routine appointments for ongoing services within twenty-three (23) days of initial assessment; and
  - 9.1.2.4 For referrals from a PCP or Health Plan Behavioral Health Coordinator for a member to receive a psychiatric evaluation or medication management, appointments with a behavioral health medical professional, according to the needs of the member, and within the appointment standards described above, with appropriate interventions to prevent a member from experiencing a lapse in medically necessary psychotropic medications.
- 9.1.3 Monitor subcontractor compliance with appointment standards and require corrective action when the standards are not met (42 CFR 438.206(c)(1)(iv), (v) and (vi)).
- 9.1.4 Require all disputes to be resolved promptly and intervene and resolve disputes regarding the need for emergency or routine appointments between the subcontractor and the referral source that cannot be resolved informally.
- 9.1.5 Provide transportation to all Medicaid eligible members for covered services including SMI members receiving physical health care services under this Contract who have specialized health care needs such as dialysis, radiation and chemotherapy so that the member arrives no sooner than one (1) hour before the appointment, and does not have to wait for more than one (1) hour after the conclusion of the appointment for return transportation.
- 9.1.6 Develop and implement a quarterly performance auditing protocol to evaluate compliance with the standards for all subcontracted transportation providers and require corrective action if standards are not met.
- 9.1.7 Accept and respond to emergency referrals of Title XIX/XXI eligible members and Non-Title XIX members with SMI twenty-four (24) hours a day, seven (7) days a week. Emergency referrals do not require prior authorization. Emergency referrals include those initiated for Title XIX/XXI eligible and Non-Title XIX with SMI members admitted to a hospital or treated in the emergency room.
- 9.1.8 Respond within twenty-four (24) hours upon receipt of an emergency referral.

#### **9.2 Additional Appointment Requirements for SMI Members**

For SMI members eligible to receive physical health care services, the Contractor shall:

- 9.2.1 Provide timely access to care in conformance with the appointment standards in Section 9.2.3.

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- 9.2.2 Monitor appointment availability utilizing the methodology found in the AHCCCS Contractor Operations Manual Appointment Availability Monitoring and Reporting Policy. For purposes of this section, "urgent" is defined as an acute, but not necessarily life-threatening disorder, which, if not attended to, could endanger the member's health.
- 9.2.3 Establish and implement procedures as indicated by the member's condition not to exceed the following standards:
- 9.2.4 For Primary Care Appointments:
  - 9.2.4.1 Emergency: same day of request or within twenty-four (24) hours of the member's phone call or other notification.
  - 9.2.4.2 Urgent: within two (2) days of request.
  - 9.2.4.3 Routine: within twenty-one (21) days of request.
  - 9.2.4.4 For Specialty Care Appointments:
    - 9.2.4.5 Emergency: within twenty-four (24) hours of referral.
    - 9.2.4.6 Urgent: within three (3) days of referral.
    - 9.2.4.7 Routine: within forty-five (45) days of referral.
    - 9.2.4.8 For Dental Appointments: to SMI members under age twenty-one (21).
      - 9.2.4.9 Emergency: within twenty-four (24) hours of request.
      - 9.2.4.10 Urgent: within three (3) days of request.
      - 9.2.4.11 Routine: within forty-five (45) days of request.
    - 9.2.4.12 For Maternity Care appointments for initial prenatal care for pregnant SMI members:
      - 9.2.4.13 First trimester: within fourteen (14) days of request.
      - 9.2.4.14 Second trimester: within seven (7) days of request.
      - 9.2.4.15 Third trimester: within three (3) days of request.
      - 9.2.4.16 High risk pregnancies: within three (3) days of a maternity care provider's identification of high risk or immediately if an emergency exists.
- 9.2.5 Utilize the results from appointment standards monitoring to assure adequate appointment availability in order to reduce unnecessary emergency department or crisis services utilization.
- 9.2.6 Consider utilizing non-emergency facilities to address member non-emergency care issues occurring after regular office hours or on weekends.

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- 9.2.7 Develop and distribute written policies and procedures for network providers regarding appointment time standards and requirements.
- 9.2.8 Establish processes to monitor and reduce the appointment “no show” rate by provider and service type.

**9.3 Referral Requirements**

For all populations covered under this Contract, the Contractor shall:

- 9.3.1 Establish written criteria and procedures for accepting and acting upon referrals, including emergency referrals.
- 9.3.2 Include in the written criteria the definition of a referral as any oral, written, faxed or electronic request for services made by the member or member’s legal guardian, family member, an AHCCCS acute Contractor, PCP, hospital, court, Tribe, IHS, school, or other state or community agency.
- 9.3.3 Respond to all requests for services and schedule emergency and routine appointments consistent with the appointment standards in this Contract.
- 9.3.4 Record, track and trend all referrals, including the date of the scheduled appointment, the date of the referral for services, date and location of initial scheduled appointment, final disposition of referral, and the reason why the member declined the offered appointment.
- 9.3.5 Have a process to refer any member who requests information or is about to lose AHCCCS eligibility or other benefits to options for low-cost or no-cost health care services.
- 9.3.6 Have a process for referral to Medicare Managed Care Plan.
- 9.3.7 Ensure that training and education are available to PCPs regarding behavioral health referrals and consultation procedures.

**9.4 Disposition of Referrals**

For all populations covered under this Contract the Contractor shall, when appropriate:

- 9.4.1 Communicate the final disposition of each referral from PCPs, AHCCCS Health Plans, Department of Education/School Districts and state social service agencies to the referral source and Health Plan Behavioral Health Coordinator within thirty (30) days of the member receiving an initial assessment. If a member declines behavioral health services, the final disposition must be communicated to the referral source and health plan behavioral health coordinator within thirty (30) days of the referral, when applicable.
- 9.4.2 The final disposition shall include, at a minimum:
  - 9.4.2.1 The date the member received an initial assessment; and

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- 9.4.2.2 The name and contact information of the provider accepting primary responsibility for the member's behavioral health care, or
- 9.4.2.3 Indicate that a follow-up to the referral was conducted but no services were delivered and the reason why no services were delivered including members who failed to present for an appointment.
- 9.4.2.4 Document the reason for non-delivery of services to demonstrate that the Contractor or provider either attempted to contact the member on at least three (3) occasions and was unable to locate the member or contacted the member and the member declined services.

#### **9.5 Provider Directory**

For all populations covered under this Contract, the Contractor shall:

- 9.5.1 Distribute provider directories and any available periodic updates to AHCCCS Health Plans for distribution to the PCPs if a Contractor does not maintain a centralized referral and intake system as the sole mechanism for receiving behavioral health referrals.

#### **9.6 Referral for a Second Opinion**

For all populations covered under this Contract, the Contractor shall:

- 9.6.1 Upon a member's request, provide for a second opinion from a qualified health care professional within the network, or arrange for a member to obtain one outside the network at no cost to the member (42 CFR 438.206(b)(3)). For purposes of this paragraph, a qualified health care professional is a provider who meets the qualifications to be an AHCCCS registered provider of covered health care services, and who is a physician, a physician assistant, a nurse practitioner, a psychologist, or an independent Master's level therapist.

#### **9.7 Additional Referral Requirements for SMI Members**

For SMI members receiving physical health care services, the Contractor shall:

- 9.7.1 Establish and implement written procedures for referrals to specialists or other services, to include, at a minimum, the following:
  - 9.7.1.1 Use of referral forms clearly identifying the Contractor;
  - 9.7.1.2 Referrals to specialty physician services shall be from a PCP, except as follows:
- 9.7.2 Women shall have direct access to in-network OB/GYN providers, including physicians, physician assistants and nurse practitioners within the scope of their practice, without a referral for preventive and routine services (42 CFR 438.206(b)(2)).
- 9.7.3 SMI members that need a specialized course of treatment or regular care monitoring shall have a mechanism for direct access to a specialist (for example through a standing referral or an approved number of visits) as appropriate for the member's condition and

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identified needs. Any waiver of this requirement by the Contractor must be approved in advance by ADHS/DBHS.

- 9.7.4 A process for the member's PCP to receive all specialist and consulting reports and a process for the PCP to follow-up on all referrals.
- 9.7.5 A process to refer any member who requests information or is about to lose AHCCCS eligibility or other benefits to options for low-cost or no-cost health care services.
- 9.7.6 Comply with all applicable physician referral requirements and conditions defined in Sections 1903(s) and 1877 of the Social Security Act and corresponding regulations which include, but are not limited to, 42 CFR Part 411, Part 424, Part 435 and Part 455. Sections 1903(s) and 1877 of the Act prohibits physicians from making referrals for designated health services to health care entities with which the physician or a member of the physician's family has a financial relationship. Designated health services include, at a minimum:
  - 9.7.6.1 Clinical laboratory services;
  - 9.7.6.2 Physical therapy services;
  - 9.7.6.3 Occupational therapy services;
  - 9.7.6.4 Radiology services;
  - 9.7.6.5 Radiation therapy services and supplies;
  - 9.7.6.6 Durable medical equipment and supplies;
  - 9.7.6.7 Parenteral and enteral nutrients, equipment and supplies;
  - 9.7.6.8 Prosthetics, orthotics and prosthetic devices and supplies;
  - 9.7.6.9 Home health services;
  - 9.7.6.10 Outpatient prescription drugs; and
  - 9.7.6.11 Inpatient and outpatient hospital services.

## 10 QUALITY MANAGEMENT

### 10.1 General Requirements

The Contractor shall:

- 10.1.1 Implement, monitor, evaluate and comply with applicable requirements in the ADHS/DBHS Policy and Procedures Manual, the Contractor Provider Manual, the ADHS/DBHS Bureau of Quality and Integration (BQ&I) Specifications Manual and the AHCCCS Medical Policy Manual, Chapter 900.

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- 10.1.2 Provide quality care and services to eligible members, regardless of payer source or eligibility category.
- 10.1.3 Establish a Quality Management/Quality Improvement unit within its organizational structure that is separate and distinct from any other units or departments such as Medical Management.
- 10.1.4 Establish a Quality Management (QM) Committee, Children QM and Peer Review subcommittees and other subcommittees under QM Committee as required.
- 10.1.5 Require its QM Committee and subcommittees to meet at least quarterly and be chaired by the Chief Medical Officer.
- 10.1.6 Execute processes to assess, plan, implement and evaluate quality management and performance improvement activities related to services provided to members in conformance with the ADHS Policy and Procedures Manual and the AHCCCS Medical Policy Manual (42 CFR 438.240(a)(1) and (e)(2) and 42 CFR 42 447.26)).
- 10.1.7 Integrate quality management processes in all areas of Contractor's organization, with ultimate responsibility for quality management/quality improvement residing within the QM unit.
- 10.1.8 Demonstrate improvement in the quality of care provided to members through established quality management and performance improvement processes.
- 10.1.9 Prohibit payment for services to Provider-Preventable Conditions that meet the definition of a Health Care-Acquired Condition (HCAC) or an Other Provider –Preventable Condition (OPPC) See Chapter 900, AHCCCS Medical Policy Manual.
- 10.1.10 Report an HCAC or OPPC occurrence, when identified, to ADHS/DBHS and conduct a quality of care investigation (42 CFR 447.26).
- 10.1.11 Regularly disseminate subcontractor and provider quality improvement information including performance measures, dashboard indicators and member outcomes to ADHS/DBHS and key stakeholders, including members and family members.
- 10.1.12 Develop and maintain mechanisms to solicit feedback and recommendations from key stakeholders, subcontractors, members, and family members to monitor service quality and develop strategies to improve member outcomes and quality improvement activities related to the quality of care and system performance.
- 10.1.13 Participate in community initiatives including applicable activities of the Medicare Quality Improvement Organization (QIO).
- 10.1.14 Maintain the confidentiality of a member's medical record in conformance with Section 18.10.11, Medical Records.
- 10.1.15 Comply with requirements to assure member rights and responsibilities in conformance with the ADHS Policy and Procedures Manual sections on *Title XIX/XXI Notice and Appeal Requirements; Special Assistance for Persons Determined to have a Serious Mental Illness; Notice and Appeal Requirements (SMI and NON-SMI/NON-TITLE*

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*XIX/XXI); Complaint Resolution; and the ADHS/DBHS Policy on Notice Requirements and Appeal Process for Title XIX and Title XXI Eligible Persons and the AHCCCS Medical Policy Manual (42 CFR 438.100(a)(2)); and comply with any other applicable federal and State laws (such as Title VI of the Civil Rights Act of 1964, etc.) including other laws regarding privacy and confidentiality (42 CFR 438.100(d)).*

10.1.16 Actively participate in ADHS/DBHS' Quarterly RBHA QM Coordinators Meeting.

#### 10.2 Credentialing

The Contractor shall:

- 10.2.1 Conduct provider credentialing and review through the Contractor's Credentialing Committee, chaired by the Contractor's Medical Director (42 CFR 438.214).
- 10.2.2 Comply with uniform provisional credentialing, initial credentialing, re-credentialing and organizational credential verification as follows:
  - 10.2.2.1 Document provisional credentialing, initial credentialing, re-credentialing and organizational credential verification of providers who have signed contracts or participation agreements with the Contractor (42 CFR 438.206(b)(1-2));
  - 10.2.2.2 Not discriminate against particular providers that serve high-risk populations or specialize in conditions that require costly treatment; and
  - 10.2.2.3 Not employ or contract with providers excluded from participation in federal health care programs. (42 CFR 438.214(d)).
- 10.2.3 Utilize an established centralized Credential Verification Organization (CVO) as part of its credentialing and re-credentialing process in order to support the effort to ease the administrative burden for providers that contract with Medicaid contractors.
- 10.2.4 Comply with the re-credentialing timelines for providers that submit their credentialing data and forms to the centralized CVO.
- 10.2.5 The Contractor shall ensure that they have in place a process to monitor, at a minimum, on an annual basis, occurrences which may have jeopardized the validity of the credentialing process, in accordance with the Contractor's policy on *credentialing/re-credentialing of providers and organizations*.

#### 10.3 Incident, Accident and Death Reports

The Contractor shall:

- 10.3.1 Develop and implement policies and procedures that require individual and organization providers to report to the Contractor and other proper authorities incident, accident and death (IAD) reports of abuse, neglect, injury, alleged human rights violation, and death in conformance with the ADHS Policy and Procedures Manual section on *Quality of Care Concerns*; and the ADHS/DBHS Policy on Reporting of *Incidents, Accidents and Deaths*.

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**10.4 Quality of Care Concerns and Investigations**

The Contractor shall:

- 10.4.1 Establish mechanisms to assess the quality and appropriateness of care provided to members with special health care needs (42 CFR 438.420(b)(4)).
- 10.4.2 Conduct training on its quality of care (QOC) process at new staff orientation and at least annually for all staff that have contact with members.
- 10.4.3 Track and trend member and provider issues, and investigate and analyze QOC issues, abuse, neglect, exploitation, human rights violations and unexpected deaths and include the following:
  - 10.4.3.1 Acknowledgement letter to the originator of the concern;
  - 10.4.3.2 Documentation of each step in the investigation and resolution process;
  - 10.4.3.3 Follow-up with the member to assist in meeting immediate health care needs;
  - 10.4.3.4 Closure or resolution letter to the member with sufficient detail to describe:
    - 10.4.3.5 The resolution of the issue;
    - 10.4.3.6 Any responsibilities or the member to make sure covered, medically necessary care needs are met;
    - 10.4.3.7 Contact name and telephone number to call for assistance or to express any unresolved concerns;
    - 10.4.3.8 Documentation of any implemented corrective action plan or action taken to resolve the concern; and
    - 10.4.3.9 Analysis of the effectiveness of the interventions taken.

**10.5 Performance Measures**

Note: Complete descriptions of the AHCCCS clinical quality Performance Measure can be found on the AHCCCS web site except the performance measure titled “EPSDT Participation”. AHCCCS bases the measurement of EPSDT Participation on the methodology established in CMS “Form 416” which can be found on the AHCCCS web site or the CMS web site.

The Contractor shall:

- 10.5.1 Implement Performance improvement programs including performance measures and performance improvement projects as directed by ADHS/DBHS (42 CFR 438.240(a)(2)).
- 10.5.2 Design a quality management program to achieve, through ongoing measurements and intervention, significant improvement, sustained over time, in the areas of clinical care



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and non-clinical care that are expected to have a favorable effect on health outcomes and member satisfaction (42 CFR 438.240(a)(2), (b)(2) and (c)).

- 10.5.3 Comply with 10.1.1 to improve performance for all established performance measures.
- 10.5.4 Comply with national performance measures and levels identified and developed by the Centers for Medicare and Medicaid Services (CMS) and any resulting changes when current established performance measures are finalized and implemented (42 CFR 438.24(c)).
- 10.5.5 Collect and provide data from medical records with supporting documentation, as instructed by ADHS/DBHS, for each hybrid measure as requested.
- 10.5.6 Comply with recognized sampling guidelines, which may be affected by the Contractor's previous rate on the same performance measure.
- 10.5.7 Comply with and implement the hybrid methodology with the following measures:
  - 10.5.7.1 Adolescent Immunizations; and
  - 10.5.7.2 Timeliness of Prenatal Care.
- 10.5.8 Comply with and implement a hybrid methodology for collecting and reporting additional measures in future contract years using a hybrid methodology for collecting and reporting Performance Measure rates, as allowed in standardized methodologies.
- 10.5.9 Implement a process for internal monitoring of Performance Measure rates, using a standard methodology established or approved by ADHS/DBHS, for each required Performance Measure.
- 10.5.10 Have a mechanism for its QM Committee to report Contractor's performance on an ongoing basis to its CEO and other key personnel.
- 10.5.11 Meet and sustain specified Minimum Performance Standards (MPS) in the table below for each population/eligibility category according to the following:
  - 10.5.11.1 Minimum Performance Standard: A Minimum Performance Standard is the minimal expected level of performance by the Contractor. If a Contractor does not achieve this standard, the Contractor will be required to submit a corrective action plan and may be subject to a sanction of up to \$100,000 dollars for each deficient measure.
  - 10.5.11.2 Goal: If the Contractor has already met or exceeded the Minimum Performance Standard for any measure, the Contractor must strive to meet the established Goal for the measure(s). However, it is equally important that the Contractor continually improve performance measure outcomes from year to year.

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### Contractor Minimum Performance (MPS) Standards and Goals

Performance Measures for SMI Members Receiving Physical Health Care Services		
Performance Measure	Minimum Performance Standard	Goal
Inpatient Utilization (days/1,000)	480	430
Emergency Department (ED) Utilization (visits/1,000)	1405	1265
Hospital Readmissions (within 30 days of discharge)	13%	11%
Follow-Up After Hospitalization (within 7 days)	50%	80%
Follow-Up After Hospitalization (within 30 days)	70%	90%
Access to PCP	TBD	90%
Access to Behavioral Health Provider (encounter for a visit) within 7 days of being designated as "active care" for an initial visit	75%	85%
Access to Behavioral Health Provider (encounter for a visit) within 23 days of being designated as "active care" for an initial visit	90%	95%
Comprehensive Diabetes Management:		
-- HbA1c Testing	77%	89%
-- LDL-C Screening	70%	91%
-- Eye Exam	49%	68%
Diabetes, Short Term Complications	TBD	TBD
Adult Asthma Hospital Admission Rate	TBD	TBD
Use of Appropriate Medications for People with Asthma	86%	93%
Flu Shots for Adults:		
-- Ages 50-64	75%	90%
-- Ages 65+	75%	90%
Annual Monitoring for Patients on Persistent Medications (combined rate)	75%	80%
Chronic Obstructive Pulmonary Disease (COPD) Hospital Admission Rate	TBD	TBD
Congestive Heart Failure (CHF) Hospital Admission Rate	TBD	TBD
HIV/AIDS Medical Visits (once every six (6) months)	TBD	90%
Timeliness of Prenatal Care	80%	90%
Postpartum Care Rate	TBD	90%
EPSDT Participation (18-20 year olds)	68%	80%

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<b>Performance Measures for Members Receiving Behavioral Health Services</b>		
<b>Performance Measure</b>	<b>Minimum Performance Standard</b>	<b>Goal</b>
Inpatient Utilization (behavioral health-related primary diagnosis) (days/1,000)	480	430
Emergency Department (ED) Utilization (behavioral health-related primary diagnosis) (visits/1,000)	1405	1265
Hospital Readmissions (behavioral health-related primary diagnosis) (within 30 days of discharge)	13%	11%
Follow-Up After Hospitalization (within 7 days) (behavioral health-related primary diagnosis)	50%	80%
Follow-Up After Hospitalization (within 30 days) (behavioral health-related primary diagnosis)	70%	90%
Access to Behavioral Health Provider (encounter for a visit) within 7 days of being designated as "active care" for an initial visit	75%	85%
Access to Behavioral Health Provider (encounter for a visit) within 23 days of being designated as "active care" for an initial visit	90%	95%
EPSDT Participation (18-20 year olds)	68%	80%

10.5.12 Be subject to a financial sanction when performance measure results do not show statistically significant improvement in a measure rate including in those instances when a performance measure shows a statistically significant decrease in its rate, even if it meets or exceeds the Minimum Performance Standard. This sanction may include Contractor to demonstrate an increase in allocation for administrative resources to improve rates for a particular measure or service area.

10.5.13 Implement a corrective action plan (CAP) as directed by ADHS/DBHS that meets the following criteria:

- 10.5.13.1 Contains Evidence-based actions;
- 10.5.13.2 Is submitted to ADHS/DBHS within thirty (30) days of notification of the deficiency;
- 10.5.13.3 Is approved by ADHS/DBHS prior to implementation; and
- 10.5.13.4 Verifies compliance with a CAP with one (1) or more follow up on-site reviews.

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- 10.5.14 Have its performance evaluated quarterly and annually with rates for measures that include only members less than twenty-one (21) years of age reported and evaluated separately for Title XIX and Title XXI eligibility groups.
- 10.5.15 Have its compliance with performance measures validated by the ADHS/DBHS, AHCCCS and/or an External Quality Review Organization (EQRO).
- 10.5.16 Have its EPSDT Participation Rate measured and reported utilizing the CMS 416 methodology and by submitting the electronic form without modification available on the CMS web site at, <http://www.cms.hhs.gov/MedicaidEarlyPeriodicScrn/03StateAgencyResponsibilities.asp#> to ADHS/DBHS on specified dates.
- 10.5.17 Take affirmative steps to increase EPSDT participation rates as measured utilizing methodologies developed by CMS, including the EPSDT Dental Participation Rate.
- 10.5.18 Monitor the following quality measures:
- 10.5.18.1 Individual level clinical outcomes;
  - 10.5.18.2 Experience of care outcomes; and
  - 10.5.18.3 Quality of care outcomes.

#### 10.6 Performance Improvement Project

The Contractor shall:

- 10.6.1 Implement an ongoing program of performance improvement projects (PIP) that focus on clinical and non-clinical areas as specified in the AHCCCS Medical Policy Manual and that involve the following:
- 10.6.1.1 Measurement of performance using objective quality indicators;
  - 10.6.1.2 Implementation of system interventions to achieve improvement in quality;
  - 10.6.1.3 Evaluation of the effectiveness of the interventions; and
  - 10.6.1.4 Planning and initiation of activities for increasing or sustaining improvement (42 CFR 438.240(b)(1) and (d)(1)).
- 10.6.2 Comply with PIPs mandated by ADHS/DBHS, but may self-select additional projects based on opportunities for improvement identified by internal data and information.
- 10.6.3 Report the status and results of each project to ADHS/DBHS as requested using the PIP Reporting Template included in the AHCCCS Medical Policy Manual.
- 10.6.4 Complete each PIP in a reasonable time period or as specified by ADHS in order to use the information on the success of performance improvement projects in the aggregate to produce new information on quality of care every year (42 CFR 438.240(d)(2)).

#### 10.7 Data Collection Procedures

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The Contractor shall:

- 10.7.1 Submit data for standardized Performance Measures and Performance Improvement Projects as required by the ADHS/DBHS within specified timelines and according to procedures for collecting and reporting the data in conformance with Section 10.1.1.
- 10.7.2 Submit data that is valid, reliable and collected using qualified staff and in the format and according to instructions from ADHS/DBHS by the due date specified.
- 10.7.3 Subject to approval by ADHS/DBHS, request an extension for additional time to collect and report data in writing in advance of the initial due date and is subject to approval by ADHS/DBHS.

### **10.8 Member Satisfaction Survey**

The Contractor shall:

- 10.8.1 Implement the annual Member Satisfaction Survey in conjunction with subcontractors when necessary in accordance with Statewide Consumer Survey protocol and report results to ADHS/DBHS when requested (42 CFR 438.6(h)).
- 10.8.2 Use findings from the Member Satisfaction Survey in designing quality improvement activities to improve care for members.
- 10.8.3 Participate in additional surveys in conformance with Section 19.2, Surveys.

### **10.9 Provider Monitoring**

The Contractor shall:

- 10.9.1 Develop and submit a subcontractor performance monitoring plan as a component of annual QM plan, to include the following quality management functions:
  - Peer Review processes;
  - 10.9.1.1 Incident, accident, death (IAD) report timely completion and submission;
  - 10.9.1.2 Quality of Care (QOC) Concerns and investigations;
  - 10.9.1.3 ADHS/DBHS required Performance Measures;
  - 10.9.1.4 Performance Improvement Project; and
  - 10.9.1.5 Temporary, provisional, initial and re-credentialing processes and requirements.
- 10.9.2 Conduct an annual Administrative Review audit of subcontracted provider services and service sites, and assess each provider's performance on satisfying established quality management and performance measures standards.

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10.9.3 Develop and implement a corrective action plan utilizing the ADHS/DBHS QM CAP Template when provider monitoring activities reveal poor performance as follows:

10.9.3.1 When performance falls below the minimum performance level, or

10.9.3.2 Shows a statistically significant decline from previous period performance.

#### **10.10 Quality Management Reporting Requirements**

The Contractor shall submit deliverables related to Quality Management in accordance with Exhibit 9.

### **11 COMMUNICATIONS**

#### **11.1 Member Information**

For all populations eligible for services under this Contract, the Contractor shall:

11.1.1 Be accessible by phone during normal business hours and require subcontracted providers to be accessible by phone for general member information during normal business hours.

11.1.2 Establish and maintain one toll-free phone number with options for a caller to connect to appropriate services and departments and inform members of its existence and availability. (42 CFR 438.10(b)(3)). At a minimum, when appropriate, members calling the toll-free number should be connected to the following:

11.1.2.1 Nurse On Call consultations for SMI members receiving physical health care services under this Contract; and

11.1.2.2 Free resources for members or potential members to obtain information about accessing services, using a grievance system process or any other information related to covered services or the health care service delivery system (42 CFR 438.10(c)(4) and 438.10(c)(5)(i) and (ii)).

11.1.3 Require vital materials to be provided to members. See Exhibit 1, Definitions, "Vital Materials", for an explanation.

11.1.4 Provide Title XIX/XXI members with written notice in conformance with Section 18.20.3, Material Change in Operation.

11.1.5 Require all information that is prepared for distribution to members and potential members to be written using an easily understood language and format, and in conformance with the AHCCCS Contractor Operations Manual Member Information Policy using a font, type, style, and size which can be easily read by members with varying degrees of visual impairment or limited reading proficiency (42 CFR 438.10(d)(1)(i)).

11.1.6 Notify members and potential members of the availability and method for access to materials in alternative formats and provide such materials to accommodate members with special needs, for example, members or potential members who are visually

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impaired or have limited reading proficiency (42 CFR 438.10(d)(1)(i) and (ii); 42 CFR 438.10(d)(2)).

- 11.1.7 Comply with all translation requirements for all member informational materials in Section 12.3 Translation Services.
- 11.1.8 Notify members that oral interpretation and language assistance services including services for the hearing impaired are available in conformance with Section 12.1.4, Cultural Competency (42 CFR 438.10(c)(5)(i)).
- 11.1.9 Provide each member that receives an initial covered service with a “Network Description/Provider Directory” that includes, at a minimum, primary care, specialty hospitals and pharmacy providers; telephone numbers; and non-English languages spoken by providers.
- 11.1.10 Upon request, assist ADHS/DBHS in the dissemination of information prepared by ADHS/DBHS, AHCCCS, or other governmental agency, to its members and pay for the cost to disseminate and communicate information.
- 11.1.11 Make available easy access of information by members, family members, providers, stakeholders, and the general public in compliance with the Americans with Disabilities Act (ADA).
- 11.1.12 Comply with the ADHS/DBHS Social Networking policy and monitor subcontractor compliance with the ADHS/DBHS Social Networking policy as described in ACOM Policy 425.

#### **11.2 Member Handbooks**

For all populations eligible for services under this Contract, the Contractor shall:

- 11.2.1 Print and distribute Member Handbooks in conformance with the Contractor’s established procedures and ADHS/DBHS Policy on the *Member Handbook*; (42 CFR 438.10(f)).
- 11.2.2 Submit the Contractor’s Member Handbook to ADHS/DBHS for approval within thirty (30) days of receiving the ADHS/DBHS Template, unless otherwise specified.
- 11.2.3 Provide the Contractor’s Member Handbook to each member as follows:
  - 11.2.3.1 For Non-Title XIX/XXI members or Title XIX/XXI members enrolled with an AHCCCS Health Plan, within twelve (12) business days of the member receiving the initial behavioral health covered service; and
  - 11.2.3.2 For SMI members receiving physical health care services from Contractor, within twelve (12) business days of receipt of notification of the date of the initial covered service (42 CFR 438.10(f)(3)).
- 11.2.4 Require network providers to have Contractor’s Member Handbooks available and easily accessible to members at all provider locations.

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- 11.2.5 Provide, upon request, a copy of the Contractor's Member Handbook to known peer and family advocacy organizations and other human service organizations in GSA 6.
- 11.2.6 Review the Contractor's Member Handbook, at least annually, and revise the handbook with the updated ADHS/DBHS Member Handbook Template, when applicable, to accurately reflect current Contractor specific policies, procedures and practices.
- 11.2.7 Include, at a minimum, in the Contractor's Member Handbook the information contained in the ADHS/DBHS Member Handbook Template.
- 11.2.8 For SMI members receiving physical health care services under this Contract, comply with Section 11.2.7 and include within a designated section in the Member Handbook the Acute Member Handbook Requirements in Attachment C contained in the AHCCCS Contractor Operations Manual Member Information Policy.
- 11.2.9 Inform members of the right to request an updated Member Handbook at no cost on an annual basis in a separate written communication or as part of other written communication, such as in a member newsletter.
- 11.2.10 Include information in the Member Handbook and other printed documents to educate members about the availability and accessibility of covered services.

### 11.3 Member Newsletters

For all populations eligible for services under this Contract, the Contractor shall:

- 11.3.1 Develop and distribute, at a minimum, member newsletters on a semi-annual basis during the contract year.
- 11.3.2 Include information in the newsletter that is culturally sensitive, appropriate and relevant, such as the following:
  - 11.3.2.1 Educational information on chronic illnesses and ways to self-manage care, including but not limited to including information from the ADHS/DBHS Quarterly Health Initiatives.
  - 11.3.2.2 Reminders of flu shots and other illness prevention measures and screenings at appropriate times.
  - 11.3.2.3 Information related to coverage and benefits.
  - 11.3.2.4 Tobacco cessation information and referral to the Arizona Smoker's Helpline (ASH Line).
  - 11.3.2.5 HIV/AIDS testing for pregnant women.
  - 11.3.2.6 Information on the availability of community resources applicable to the population in GSA 6.
  - 11.3.2.7 Updates to Contractor's Programs or Business Operations and other information as required by ADHS/DBHS or AHCCCS.



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11.3.2.8 Information on Contractor's efforts to integrate behavioral and physical health care services and to improve overall member outcomes.

11.3.2.9 The importance of and opportunities to participate in primary and preventive care.

#### **11.4 Outreach and Social Marketing**

For all populations eligible for services under this Contract, the Contractor shall:

11.4.1 Develop and implement a data driven outreach, marketing and communications plan that includes strategies for outreach activities to engage and inform persons of the availability and accessibility of services.

11.4.2 Collect, analyze, track, and trend data to evaluate the effectiveness of outreach activities utilizing penetration rates and other quality management performance measures.

11.4.3 Conduct outreach activities for persons in high-risk groups, including at a minimum, the homeless, substance abusing pregnant women, persons who may qualify as SMI with co-morbid physical and behavioral health conditions and others identified as high risk.

11.4.4 Provide outreach and dissemination of information to the general public, other human service providers, county and state governments, school administrators and teachers and other interested parties about the availability and accessibility of services.

11.4.5 Cooperate with ADHS/DBHS in promoting its outreach and social marketing initiatives.

11.4.6 Provide written informational materials about the availability and accessibility of SABG funded substance abuse (prevention and treatment) services to the community and referral sources including, at a minimum, schools, substance abuse coalitions, and medical providers.

11.4.7 Not spend more than fifty dollars (\$50) for any outreach or incentive item given to members.

11.4.8 Not spend more than ten dollars (\$10) for any social marketing item given away by the Contractor.

11.4.9 Not exceed fifty dollars (\$50) per member as the total cost of all social marketing and outreach/incentive items given to each member, at each event.

11.4.10 Identify that the Contractor is funded by ADHS/DBHS and AHCCCS on all social marketing materials.

11.4.11 Include the following statement on all advertisements, publications, printed materials and social marketing materials produced by the Contractor that refer to covered services for Title XIX/XXI members: "Contract services are funded, in part, under contract with the State of Arizona."

The Contractor shall not:

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- 11.4.12 Conduct any marketing activities for the purpose of increasing membership;
- 11.4.13 Utilize incentive items except for use in connection with outreach activities;
- 11.4.14 Directly or indirectly conduct any face-to-face, door-to-door, or over the telephone solicitation to an individual except for outreach activities (42 CFR 438.104(b)(1)(v));
- 11.4.15 Purchase television advertising;
- 11.4.16 Use direct mail advertising;
- 11.4.17 Engage in marketing of non-covered services;
- 11.4.18 Utilize the word “free” or words with similar meaning in reference to covered services;
- 11.4.19 Identify providers in materials who do not have signed contracts with the Contractor;
- 11.4.20 Use the ADHS/DBHS logo without prior written approval from ADHS/DBHS;
- 11.4.21 Use the AHCCCS logo;
- 11.4.22 Provide inaccurate, misleading, confusing or negative information about AHCCCS and ADHS/DBHS and any information that may defraud members or the public; and
- 11.4.23 Engage in discriminatory practices prohibited by law.

#### **11.5 Web Site and Social Media Requirements**

For all populations eligible for services under this Contract, the Contractor shall:

- 11.5.1 Establish and maintain a web site, which must be user friendly, easy to find, understand and navigate.
- 11.5.2 Include the following information on its web site:
  - 11.5.2.1 The most current version of the Contractor’s Member Handbook;
  - 11.5.2.2 The current and past three (3) member newsletters;
  - 11.5.2.3 Contractor’s Provider Manual and a hyperlink to the ADHS/DBHS Policy and Procedures Manual;
  - 11.5.2.4 The current version of its Medication Lists and updates within thirty (30) days of a change being made;
- 11.5.3 Medication information as follows:
  - 11.5.3.1 Medication listing by the brand name, generic name and identification of all medications that require a prior authorization;
  - 11.5.3.2 Medication listing by drug class;

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- 11.5.3.3 A specific, individual prescription drug look-up capability;
- 11.5.3.4 A network provider directory that is updated monthly and has search capability features to find:
  - 11.5.3.5 Name of provider;
  - 11.5.3.6 Services offered, including specialists;
  - 11.5.3.7 Languages spoken, including non-English languages;
  - 11.5.3.8 Office locations by city or zip code;
  - 11.5.3.9 An interactive claims inquiry function;
  - 11.5.3.10 Its toll-free customer service telephone number, crisis hotline telephone number and
  - 11.5.3.11 Telecommunications Device for the Deaf (TDD) telephone number;
  - 11.5.3.12 Regular and periodic reporting of the following including links to the ADHS/DBHS web site that contains the same, similar or corresponding information:
    - 11.5.3.13 Effectiveness of performance improvement activities;
    - 11.5.3.14 Provider quality improvement information;
    - 11.5.3.15 Results of performance measures through the use of dashboard indicators;
    - 11.5.3.16 Findings from provider and member surveys;
    - 11.5.3.17 Member outcomes;
    - 11.5.3.18 Best practice guidelines;
    - 11.5.3.19 General customer service information, including information about community resources and filing a complaint, grievance, or request for interpreter services;
    - 11.5.3.20 Availability and accessibility of crisis services;
    - 11.5.3.21 Services for which prior authorization is required and prior authorization criteria;
    - 11.5.3.22 A community resource guide that is updated quarterly and contains community resource information applicable to the population in GSA 6 and is provided in hard copy when requested by providers; and
    - 11.5.3.23 Tobacco cessation Information and a link to the Arizona Smoker's Helpline.

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#### **11.6 Materials Approval**

For all populations eligible for services under this Contract, the Contractor shall submit for ADHS/DBHS' prior approval:

11.6.1 Any information that is directly related to members or potential members including information used in outreach, web and social marketing activities; regardless of the medium of dissemination, for example, Contractor's web site, e-mail, voice mail recorded phone messages, incentives, promotions, newsletter or any other means of communication; and

11.6.2 Incentive items

The Contractor shall not submit for ADHS/DBHS' prior approval:

11.6.3 Information communicated and directed to individual members; and

11.6.4 Health-related brochures developed by a nationally recognized organization as approved by ADHS/DBHS and AHCCCS. The list of AHCCCS approved nationally recognized organizations are listed in the AHCCCS Contractor Operations Manual Member Information Policy, Chapter 400, Attachment A.

#### **11.7 Review of Materials**

For all populations eligible for services under this Contract, the Contractor shall:

11.7.1 Review and revise all materials referenced in this section on an annual basis.

11.7.2 Submit for approval any materials referenced in this section where substantive changes have been made.

#### **11.8 Identification Cards for SMI Members Receiving Physical Health Care Services**

The Contractor shall:

11.8.1 Be responsible for the production, distribution and costs of Medicaid eligible member identification cards for Medicaid eligible SMI members receiving physical health care services.

#### **11.9 Communications Reporting Requirements**

The Contractor shall submit deliverables related to Communications in accordance with Exhibit 9.

### **12 CULTURAL COMPETENCY**

#### **12.1 General Requirements**

The Contractor shall:

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- 12.1.1 Provide covered services in accordance with a member's race, color, creed, gender, religion, age, national origin, including those with limited English proficiency, ancestry, marital status, sexual preference, genetic information, or physical or intellectual disability, except where medically necessary.
- 12.1.2 Address members' concerns according to a member's literacy and culture, and require subcontractors do the same.
- 12.1.3 Provide interpreters and assistance for the visual or hearing- impaired, free of charge for all members when delivering covered services.
- 12.1.4 Provide members and potential members with information to obtain interpreter or language translation assistance free of charge to the member or potential member. (42 CFR 438.10(c)(4)).
- 12.1.5 Prohibit the following practices, at a minimum:
  - 12.1.5.1 Limiting or denial of access to an available facility.
  - 12.1.5.2 Providing to a member any medically necessary, covered service which is different, or is provided in a different manner or at a different time from other members, other public or private recipients of care or the public at large, except where medically necessary.
  - 12.1.5.3 Segregate or separate treatment to a member; restrict a member in his or her enjoyment of any advantage or privilege offered to others receiving any covered service.
  - 12.1.5.4 The assignment of times or places for the provision of services on the basis of the race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual preference, income status, AHCCCS membership, or physical or intellectual disability of the members to be served.
- 12.1.6 Not knowingly execute a subcontract with a provider with the intent of allowing or permitting the subcontractor to implement barriers to care or that contains terms that act to discourage the full utilization of services by members.
- 12.1.7 Promptly intervene and take corrective action if the Contractor identifies a problem involving discrimination by one of its providers.

#### **12.2 Cultural Competency Program**

The Contractor shall:

- 12.2.1 Create and implement a comprehensive cultural competency program including those with limited English proficiency and diverse cultural backgrounds.
- 12.2.2 Develop a written Cultural Competency Plan (CCP) that contains the following requirements:

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- 12.2.2.1 An outcome based format including expected results, measurable outcomes and outputs with a focus on national level priorities and current initiatives in the field of cultural competency;
- 12.2.2.2 An effectiveness assessment of current services provided in GSA 6 that focuses on culturally competent care delivered in the network, as part of outreach services and other programs, which includes an assessment of timely access, hours of operation and twenty-four (24) hour, seven (7) days a week availability for all provider and staff types delivering covered services (42 CFR 438.206(c));
- 12.2.2.3 Data-driven and the data sources utilized to determine goals and objectives;
- 12.2.2.4 Strategies to deliver services that are culturally competent and linguistically appropriate including methods for evaluating the cultural diversity of members and to assess needs and priorities in order to continually improve provision of culturally competent care; and
- 12.2.2.5 Methods to deliver linguistic and disability-related services by qualified personnel.
- 12.2.3 Provide cultural competency information to members, including notification about Title VI of the Civil Rights Act of 1964, Prohibition against National Origin Discrimination and Exec. Order No. 13166 (Improving Access to Services for Persons with Limited English Proficiency <http://www.justice.gov/crt/about/cor/Pubs/eolep.php>).
- 12.2.4 Inform subcontractors and providers of the availability and use of interpretation services to assist members who speak a language other than English or who use sign language.
- 12.2.5 Develop and implement an orientation and training program that includes specific methods to train staff, subcontractors and providers with direct member contact to effectively provide culturally and linguistically appropriate services to members of all cultures.
- 12.2.6 Design the orientation and training program for staff based on the relationships and contact they have with culturally diverse providers, members or stakeholders.
- 12.2.7 Include in its orientation and training program the following mandatory training topics: Cultural Competency standards, National Culturally Linguistically and Appropriate Service Standards (CLAS) and Limited English Proficiency (LEP). Contractor's orientation and training must be customized for staff based on the relationships and contact they have with culturally diverse providers, members or stakeholders.
- 12.2.8 Maintain a sufficient number of accessible qualified oral interpreters and bilingual staff, and licensed sign language interpreters to deliver oral interpretation, translation, sign language, disability related services, provide auxiliary aids and alternative formats.
- 12.2.9 Monitor and evaluate provider practices and plans for the effective delivery of culturally and linguistically appropriate covered services.
- 12.2.10 Submit a language services report in accordance with the instructions provided by ADHS/DBHS.

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### 12.3 Translation Services

The Contractor shall provide translation services as follows:

- 12.3.1 Translate all member informational materials when a language other than English is spoken by 3,000 individuals or ten percent (10%), whichever is less, of members in a geographic area who also have LEP; and
- 12.3.2 Translate all vital materials when a language other than English is spoken by 1,000 or five percent (5%), whichever is less, of members in GSA 6 who also have LEP (42 CFR 438.10(c)(3)). See Exhibit 1, Definitions, for an explanation of "Vital Materials".

### 13 GRIEVANCE SYSTEM REQUIREMENTS

#### 13.1 General Requirements

For all populations eligible for services under this Contract, the Contractor shall:

- 13.1.1 Implement and administer a grievance system for members, subcontractors and providers (42 CFR 438.228), which include processes for the following:
  - 13.1.1.1 Provision of required Notice to members;
  - 13.1.1.2 Complaint, including "grievances" as specified in 42 CFR 438.400 *et seq.*;
  - 13.1.1.3 SMI Grievance;
  - 13.1.1.4 SMI Appeal;
  - 13.1.1.5 TXIX/XXI Appeal as specified in 42 CFR 438.400 *et seq.*;
  - 13.1.1.6 Claim Dispute; and
  - 13.1.1.7 Access to the state fair hearing system.
- 13.1.2 Establish and maintain a Grievance system that complies with all applicable requirements in the federal and state laws and regulations, AHCCCS' Contractor Operations Manual, AHCCCS Medical Policy Manual, ADHS/DBHS Policy and Procedures Manual, and the requirements under this Contract.
- 13.1.3 Not delegate or subcontract the administration or performance of the Complaint, SMI Grievance, SMI Appeal, TXIX/XXI Appeal, or Claim Dispute processes.
- 13.1.4 Provide written notification of the Contractor's Grievance System processes to all subcontractor and providers at the time of entering into a subcontract.
- 13.1.5 Provide written notification with information about Contractor's Grievance System to members in the Member Handbook in conformance with Section 11.2, Member Handbooks.

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- 13.1.6 Provide written notification to members at least thirty (30) days prior to the effective date of a change in a Grievance System policy.
- 13.1.7 Administer all grievance system processes competently, expeditiously, and equitably for all members, subcontractors, and providers to ensure that complaints, appeals, SMI grievances and claim disputes are effectively and efficiently adjudicated and/or resolved.
- 13.1.8 Continuously review grievance system data to identify trends and opportunities for system improvement; take action to correct identified deficiencies; and otherwise implement modifications which improve grievance system operations and efficiency.
- 13.1.9 Comply with the provisions in Section 18.1.7 and 18.3.2.8 through 18.3.5, which shall include having all professional, paraprofessional, and clerical/administrative resources to represent the Contractor's, subcontractor's and/or provider's interests for grievance system cases that rise to the level of an administrative or judicial hearing or proceeding, except for a claim dispute. In the event of a claim dispute, the Contractor and the claimant are responsible to provide the necessary professional, paraprofessional and administrative resources to represent each of its respective interest. Absent written agreement to the contrary, the Contractor shall be responsible for payment of attorney fees and costs awarded to a claimant in any administrative or judicial proceeding.
- 13.1.10 Provide the ADHS/DBHS with any the grievance system information, report or document within the time specified within ADHS/DBHS' request.
- 13.1.11 Fully cooperate with ADHS/DBHS in the event ADHS/DBHS decides to intervene in, participate in or review any Notice, Complaint, SMI Grievance, SMI Appeal, TXIX Appeal or Claim Dispute or any other grievance system process or proceeding. Contractor shall comply with or implement any ADHS/DBHS directive within the time specified pending formal resolution of the issue.
- 13.1.12 Designate a qualified individual staff person to collaborate with ADHS/DBHS to address provider or member grievance system-related concerns consistent with the requirements of this Contract.
- 13.1.13 Address provider or member grievance system-related concerns, that takes into account, the best clinical interests of the member when such concerns are communicated to designated staff and communicate the concern, at a minimum and when appropriate, to Contractor's senior management team, ADHS/DBHS' senior management team, AHCCCS leadership, government officials, legislators, or the media.
- 13.1.14 Require the designated individual staff person to perform the following activities:
  - 13.1.14.1 Collect necessary information;
  - 13.1.14.2 Consult with the treatment team, Contractor's CMO or a Care Manager for clinical recommendations when applicable;
  - 13.1.14.3 Develop communication strategies in accordance with confidentiality laws; and



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13.1.14.4 Develop a written plan to address and resolve the situation to be approved by ADHS/DBHS, and AHCCCS when applicable, prior to implementation.

13.1.15 Regularly review complaint, grievance and appeal data to identify members that utilize grievance system processes at a significantly higher rate than others.

13.1.16 Conduct a review and take any clinical interventions, revisions to service planning or referrals to Contractor's Care Management Program as indicated when the data shows that a particular member is an outlier by filing repetitive complaints, grievances and/or appeals.

### **13.2 Complaints**

The Contractor shall:

13.2.1 Develop and maintain a complaint process within the Contractor's Member Service department that is easily accessible to members, providers and other stakeholders.

13.2.2 Respond to and resolve complaints in a courteous, responsive, effective, and timely manner.

13.2.3 Actively engage and become involved in the complaint resolution process in a manner that holds subcontractors and providers accountable for their actions that precipitated or caused the complaint.

13.2.4 Not engage in conduct to prohibit, discourage or interfere with a member's or a provider's right to assert a complaint, appeal, SMI grievance, claim dispute or use any grievance system process.

13.2.5 Submit response to the resolution of complaints as directed by ADHS.

### **13.3 SMI Grievances**

The Contractor shall:

13.3.1 Develop and maintain a SMI Grievance process that supports the protection of the rights of SMI members and has mechanisms to correct identified deficiencies on both an individual and systemic level.

13.3.2 Require SMI Grievance investigators to be certified by Council on Licensure, Enforcement and Regulation (CLEAR) or by an equivalent certification program approved by ADHS/DBHS.

### **13.4 SMI Appeals and TXIX/XXI Member Appeals**

The Contractor shall:

13.4.1 Implement all appeal processes in a manner that offers appellants an opportunity to present an appeal in person at a convenient time and location for the member, and provide the privacy required by law.

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13.4.2 Require all staff facilitating in-person SMI and TXIX/XXI appeal conferences to have training in mediation, conflict resolution or problem solving techniques.

#### **13.5 Claim Disputes**

The Contractor shall:

13.5.1 Provide subcontractors with the Contractor's Claim Dispute Policy at the time of entering into a subcontract. The Contractor shall provide non-contracted providers with the Contractor's Claim Dispute Policy with a remittance advice. The Contractor shall send the remittance advice and policy within forty-five (45) days of receipt of a claim.

#### **13.6 Grievance System Reporting Requirements**

The Contractor shall submit all deliverables related to the Grievance System in accordance with Exhibit 9.

### **14 CORPORATE COMPLIANCE PROGRAM**

#### **14.1 General Requirements**

The Contractor shall:

- 14.1.1 Have a comprehensive Corporate Compliance Program to deter and detect fraud, waste and program abuse which shall include the following:
- 14.1.2 Written policies, procedures, and standards of conduct that describe Contractor's commitment to comply with all applicable federal and state standards;
- 14.1.3 A Corporate Compliance Committee that meets regularly and reports to Contractor's senior management. The Corporate Compliance Committee members, at a minimum, shall include the corporate compliance officer; staff with experience and expertise in finance and budgets; and other executive staff with the authority to commit resources;
- 14.1.4 An education and training program for the corporate compliance officer and Contractor's staff on detecting and reporting fraud, waste and program abuse;
- 14.1.5 Unfettered access and open lines of communication between the corporate compliance officer and the Contractor's staff;
- 14.1.6 A mechanism for enforcement of standards through well-publicized disciplinary guidelines;
- 14.1.7 A process to conduct internal monitoring and auditing; and
- 14.1.8 A process to promptly address fraud, waste and program abuse when detected that includes the implementation of corrective action plans (42 CFR 438.608).

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- 14.1.9 Create written criteria for selecting a corporate compliance officer and a job description that clearly outlines the responsibilities and authority consistent with Section 18.5.5, Administrative Requirements, Key Personnel, Corporate Compliance Officer.

#### **14.2 Corporate Compliance Officer**

In addition to the duties described in Section 18.5.5, the Contractor shall require the Corporate Compliance Officer to be responsible for the following:

- 14.2.1 Train staff in detecting and reporting fraud, waste and program abuse;
- 14.2.2 Oversee internal and external fraud, waste and program abuse audits and investigations;
- 14.2.3 Record, track and trend all fraud, waste and program abuse complaints received including those initiated by Contractor and maintain the following information;
  - 14.2.3.1 Contact information of complainant;
  - 14.2.3.2 Name and identifying information of person or entity suspected of fraud, waste or program abuse;
  - 14.2.3.3 Date complaint received;
  - 14.2.3.4 Nature of complaint and summary of concern;
  - 14.2.3.5 Potential loss amount and funding source;
  - 14.2.3.6 Contractor's unique case identifying number;
  - 14.2.3.7 The department or agency to which the complaint has been reported; and
  - 14.2.3.8 Current status or final disposition.
- 14.2.4 Conduct fraud, waste and program abuse awareness activities.
- 14.2.5 Develop and maintain internal control assessments.
- 14.2.6 Conduct fraud risk assessments.
- 14.2.7 Act as a liaison with ADHS/DBHS' Corporate Compliance.
- 14.2.8 Notify ADHS/DBHS/Bureau of Corporate Compliance (BCC) of any CMS compliance issues related to HIPAA transaction and code set complaints or sanctions.
- 14.2.9 Communicate with the AHCCCS Office of Inspector General (OIG) on the final disposition of the research and advise of actions, if any, taken by the Contractor.
- 14.2.10 Provide the Corporate Compliance Officer with complete access to all information, databases, files, records and documents in order to conduct audits and investigate and structure the position to report suspected fraud, waste and program abuse directly to AHCCCS-OIG and ADHS/DBHS/BCC independently (42 CFR 455.17).

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#### 14.3 Fraud, Waste and Program Abuse Audits

The Contractor shall:

- 14.3.1 Conduct internal monitoring and auditing. (42 CFR 438.608).
- 14.3.2 Include elements and audit steps to discover or identify suspected fraud, waste and program abuse within the Contractor's organization and its subcontractors, networks and providers.
- 14.3.3 Cooperate with ADHS/DBHS/BCC in any review, audit or investigation or request for information of the Contractor, subcontractor or providers in accordance with Special Terms and Conditions, "Inspection, Acceptance and Performance Standards" and "Requests for Information".
- 14.3.4 Require all subcontractors, networks or providers respond to all ADHS/DBHS/BCC requests for interviews, information, data or documents as a part of any audit or investigation.
- 14.3.5 Develop and implement a data analytics tool to evaluate encounter/claims data or other administrative data to identify trends or behavior at all system levels that indicate fraud, waste or program abuse.

#### 14.4 Reporting Suspected Fraud, Waste and Program Abuse

The Contractor shall:

- 14.4.1 Develop, maintain and publicize a confidential and anonymous reporting process for the public, members, staff and contractors to report fraud, waste and program abuse complaints.
- 14.4.2 Within ten (10) business days of discovery, or sooner whenever possible, report all instances of suspected fraud, waste or program abuse to AHCCCS-OIG in accordance with A.R.S. § 36-2918.01, AAR 4277, AHCCCS Contractor Operation Manual, Chapter 100 and (42 CFR 455.1(a)(1)). Failure to comply with the requirement to report suspected fraud, waste and program abuse may result in the penalty described in A.R.S. § 36-2992.
- 14.4.3 Immediately report all instances of suspected fraud, waste and program abuse involving Title XIX/XXI funds, AHCCCS providers or AHCCCS members to AHCCCS-OIG in writing using the AHCCCS reporting form with a copy sent to ADHS/DBHS-BCC.
- 14.4.4 Immediately report all other instances of suspected fraud, waste and program abuse not described in 14.4.3 to ADHS/DBHS/BCC in writing using an approved reporting ADHS/DBHS/BCC reporting form.

#### 14.5 Excluded Providers

The Contractor shall:

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- 14.5.1 Develop and implement policies and procedures to prohibit the Contractor from knowingly having a relationship with any person, entity or affiliate that is debarred, suspended or otherwise excluded from participating in procurement or non-procurement activities. (42 CFR 438.610; 42 CFR 1001.1901 and Executive Order No. 12549).
- 14.5.2 Develop and implement policies and procedures for screening the federal excluded parties databases (SAM and LEIE), System for Award Management (SAM), found at <https://sam.gov>, and the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) found at <https://exclusions.oig.hhs.gov/> to determine whether potential and existing staff and subcontractors have been debarred, suspended or otherwise excluded from participating in procurement or non-procurement activities. All potential staff and subcontractors must be checked against the lists before hire and all existing staff and subcontractors must be checked against the lists on a monthly basis.
- 14.5.3 Submit the year-to-date list of all employees' and subcontractors' names that have been screened/checked against the exclusion databases and submit the results to ADHS/DBHS, in accordance with Exhibit 9 of this Contract.
- 14.5.4 At a minimum, the year-to-date list of employees and subcontractors must include the following: name [last, first, middle initial (if available)]; date of birth; last four digits of Social Security number (upon request); date of hire; current job position at the time of verification; department/specialty; supervisor's name (last, first, middle initial), and AHCCCS ID (when applicable).
- 14.5.5 The Contractor must observe all applicable rules of confidentiality when submitting protected personal information.
- 14.5.6 Immediately notify AHCCCS-OIG and ADHS/DBHS/BCC of any confirmed instances of an excluded provider, staff or subcontractor that is or appears to be in a prohibited relationship with the Contractor or its subcontractors.

#### **14.6 False Claims Act**

The Contractor shall:

- 14.6.1 Establish written policies and train its staff and subcontractors pursuant to the Deficit Reduction Act of 2005 (DRA), and The Federal False Claims Act, 31 U.S.C. §§ 3729-3733, provisions, including the following:
  - 14.6.1.1 The administrative remedies for false claims and statements;
  - 14.6.1.2 Any state laws relating to civil or criminal penalties for false claims and statements; and
  - 14.6.1.3 The whistleblower protections under such laws.

#### **14.7 Corporate Compliance Reporting Requirements**

- 14.7.1 The Contractor shall submit all Corporate Compliance deliverables related to Corporate Compliance in accordance with Exhibit 9.

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14.7.2 The Contractor shall submit all Corporate Compliance deliverables related to Corporate Compliance in accordance with the Bureau of Corporate Compliance (BCC) Operations and Procedures Manual. However, when submitting a deliverable with information designated as protected health information (PHI) and/or other confidential or sensitive content, the Contractor need only send notification to the following email box: [BHSCONTRACTCOMPLIANCE@AZDHS.gov](mailto:BHSCONTRACTCOMPLIANCE@AZDHS.gov), that the deliverable has been sent to the respective program area.

#### **14.8 Disclosure of Ownership and Control [42 CFR 455.104]**

14.8.1 The Contractor must furnish to ADHS, AHCCCS and CMS within thirty-five (35) days of receiving the request, full and complete information, pertaining to the following business transactions [42 CFR 455.105]:

14.8.1.1 The ownership of any subcontractor with whom the Contractor has had business transaction totaling more than \$25,000 during the twelve (12) month period ending on the date of such request;

14.8.1.2 Any significant business transactions between the Contractor and wholly owned supplier, or between the Contractor and any subcontractor ending on the date of such request.

14.8.1.3 In the event that the AHCCCS Office of Inspector General, either through a civil monetary penalty, a global civil settlement or judgment, or any other form of civil action, receives a monetary recovery from an entity, the entirety of such monetary recovery belongs exclusively to AHCCCS and the Contractor has no claim to any portion of this recovery. Furthermore, the Contractor is fully subrogated to AHCCCS for all civil recoveries.

14.8.2 General Requirements:

The Contractor must provide the following information to AHCCCS and ADHS/DBHS:

14.8.2.1 The Name and Address of any person (individual or corporation) with an ownership or control interest in the Contractor. The address for corporate entities must include, as applicable, primary business address, every business location, and P.O. Box address;

14.8.2.2 The Date of Birth and Social Security Numbers of any person with an ownership or control interest in the Contractor;

14.8.2.3 The Tax Identification Number of any corporation with an ownership or control interest in the Contractor;

14.8.2.4 Whether any person (individual or corporation) with an ownership or control interest in the Contractor is related to another person with an ownership or control interest in the Contractor as a spouse, parent,

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child, or sibling; or whether the person (individual or corporation) with an ownership or control interest in any subcontractor of the Contractor has a 5% or more interest is related to another person with ownership or control interest in the Contractor as a spouse, parent, child, or sibling;

14.8.2.5 The name of any other disclosing entity as defined in 42 CFR 455.101 in which an owner of the Contractor has an ownership or control interest;

14.8.2.6 The Name, Address, Date of Birth and Social Security Number of any managing employee of the Contractor as defined in 42 CFR 455.101.

14.8.2.7 The Contractor shall provide the above-listed information to AHCCCS and ADHS/DBHS at any of the following times:

14.8.2.7.1 Upon the Contractor submitting a proposal in accordance with the State's procurement process;

14.8.2.7.2 Upon the Contractor executing the contract with the State;

14.8.2.7.3 Upon renewal or extension of the contract;

14.8.2.7.4 Within thirty-five (35) days after any change in ownership of the Contractor.

14.8.3 The Contractor shall also, with regard to its fiscal agents, obtain the following information regarding ownership and control:

14.8.3.1 The Name and Address of any person (individual or corporation) with an ownership or control interest in the Fiscal Agent. The address for corporate entities must include, as applicable, primary business address, every business location, and P.O. Box address;

14.8.3.2 The Date of Birth and Social Security Numbers of any person with an ownership or control interest in the fiscal agent;

14.8.3.3 The Tax Identification Number of any corporation with an ownership or control interest in the fiscal agent;

14.8.3.4 Whether the person (individual or corporation) with an ownership or control interest in the fiscal agent is related to another person with ownership or control interest in the fiscal agent as a spouse, parent, child, or sibling; or whether the person (individual or corporation) with an ownership or control interest in any subcontractor of the fiscal agent has a 5% or more interest is related to another person with ownership or control interest in the fiscal agent as a spouse, parent, child, or sibling;

14.8.3.5 The name of any other disclosing entity as defined in 42 CFR 455.101 in which an owner of the fiscal agent has an ownership or control interest;

14.8.3.6 The Name, Address, Date of Birth and Social Security Number of any managing employee of the fiscal agent as defined in 42 CFR 455.101.

#### **14.9 Disclosure of Information on Persons Convicted of Crimes [42 CFR 455.101; 106; 436] [SMDL09-001]**

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14.9.1 The Contractor must identify all persons associated with the Contractor and its fiscal agents who have an ownership or control interest or managing employee interest and determine if they have been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, or the Title XX services program. The Contractor shall, on a monthly basis, confirm the identity and determine the exclusion status through routine checks of:

- 14.9.1.1 The List of Excluded Individuals (LEIE)
- 14.9.1.2 The System for Award Management (SAM) formerly known as The Excluded Parties List (EPLS)
- 14.9.1.3 Any other databases directed by AHCCCS or CMS

14.9.2 The Contractor must immediately notify AHCCCS and ADHS/DBHS of any person who has been excluded through these checks.

14.9.3 The results of the **Disclosure of Ownership and Control** and the **Disclosure of Information on Persons Convicted of Crimes** shall be held by the Contractor. The Contractor shall submit, consistent with ACOM Policy 103, Attachment C, an annual attestation, that the above-listed information has been requested and obtained.

14.9.4 Refer to Exhibit-9, Chart of Deliverables for further information. Upon request, the Contractor shall provide AHCCCS and or ADHS/DHBS/BCC with the above-listed information.

## 15 FINANCIAL MANAGEMENT

### 15.1 General Requirements

The Contractor shall:

- 15.1.1 Develop and maintain internal controls and systems to separately account for both ADHS/DBHS-related revenue and expenses and non-ADHS-related revenue and expenses by type and program.
- 15.1.2 Develop and maintain internal controls to prevent and detect fraud, waste and program abuse.
- 15.1.3 Separately account for all funds received under this Contract in conformance with the requirements in Exhibit 7, ADHS/DBHS Financial Reporting Guide for GSA 6.
- 15.1.4 Attest that the capitation rates set forth in Exhibit 11, Capitation Rates, are reasonable and agree to accept such rates.

### 15.2 Financial Reports

The Contractor shall:

- 15.2.1 Provide clarification of accounting issues found in financial reports identified by ADHS/DBHS upon request.



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- 15.2.2 Provide annual financial reports audited by an independent certified public accountant prepared in accordance with Generally Accepted Auditing Standards (GAAS) and the approved cost allocation plan.
- 15.2.3 Have the annual Statement of Activities and Supplemental Reports audited and signed by an independent Certified Public Accountant attesting usage of the approved cost allocation plan.
- 15.2.4 Provide an annual Single Audit Report prepared in accordance with OMB Circular A-133 (whether for profit or non-profit) and an approved cost allocation plan. Notwithstanding the Circular A-133 regulations, the Contractor shall include the SABG and MHBG as major programs for the purpose of this Contract. Additional agreed upon procedures and attestations may be required of the Contractor's auditor as determined by ADHS/DBHS.

### 15.3 Financial Viability/Performance Standards

The Contractor shall:

- 15.3.1 Be in material breach of this Contract and subject to financial sanctions, corrective action or other Contract remedies for failure to comply with the financial viability/performance standards in Section 15.3.3. ADHS/DBHS will take into account the Contractor's unique situation when analyzing service expense and administrative ratio results. However, if critical combinations of the Financial Viability/Performance Standards are not met, or if the Contractor's experience differs significantly from other Contractors, ADHS/DBHS may exercise the remedies under this Contract.
- 15.3.2 Comply with the financial viability standards, or any revisions or modifications of the standards, in conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6, *Financial Ratios and Standards* on a monthly basis.
- 15.3.3 Cooperate with ADHS/DBHS' monthly reviews of the ratios and financial viability standards below. The ratios and financial viability standards are as follows:
- 15.3.4 Current Ratio: Current assets divided by current liabilities must be greater than or equal to 1.00. If current assets include a receivable from a parent company or affiliated company, the parent or affiliated company must have liquid assets that support the amount of the intercompany loan. Other Assets deemed restricted by ADHS/DBHS are excluded from this ratio.
- 15.3.5 Defensive Interval: Must be greater than or equal to thirty (30) days. Defensive Interval =  $(\text{Unrestricted Cash} + \text{Current Investments}) / ((\text{Operating Expense} - \text{Non-Cash Expense}) / (\text{Period Being Measured in Days}))$ . Other Assets deemed restricted by ADHS/DBHS are excluded from this ratio.
- 15.3.6 Equity per enrolled TXIX/XXI members: Must be greater than or equal to twenty-five dollars (\$25) per enrolled person on the last day of the month;  $(\text{Unrestricted equity, less on-balance sheet performance bond, due from affiliates, guarantees of debts/pledges/assignments and other assets determined to be restricted, divided by the number of enrolled TXIX/XXI members at the end of the period})$ .

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- 15.3.7 Administrative Expense Ratio: (Administrative Expenses are those costs associated with the overall management and operation of the Contractor, including, at a minimum: salaries, staff benefits, professional and outside services, travel, occupancy, depreciation, interpretive service, care management, and all other operating expenses):
- 15.3.8 Total Title XIX/XXI Administrative Expenses divided by total Title XIX/XXI Revenue shall be less than or equal to eight percent (8%); and
- 15.3.9 Total Non-Title XIX/XXI Administrative Expenses divided by total Non-Title XIX/XXI Revenue shall be less than or equal to eight percent (8%).
- 15.3.10 Service Expense Ratio: (Services Expenses do not include taxes):
- 15.3.11 Total Title XIX/XXI Service Expense divided by total Title XIX/XXI Revenue shall be no less than eighty-eight point three percent (88.3%); and
- 15.3.12 Total Non-Title XIX/XXI Service Expense divided by total Non-Title XIX/XXI Revenue shall be no less than eighty-eight point three percent (88.3%).
- 15.3.13 Continue to deliver services to members for the duration of the period for which the member is enrolled, unless insolvent.

#### **15.4 Sources of Revenue**

ADHS/DBHS shall:

- 15.4.1 Make payments to Contractor as Title XIX/XXI capitation payments and Non-Title XIX/XXI payments.
- 15.4.2 Make payments to Contractor that are conditioned upon the availability of funds authorized, appropriated and allocated to ADHS/DBHS for expenditure in the manner and for the purposes set forth in this Contract.
- 15.4.3 Not be responsible for payment to Contractor for any purchases, expenditures or subcontracts made by the Contractor in anticipation of funding.
- 15.4.4 Calculate monthly capitation payments to the Contractor as payment in full for each of Title XIX/XXI member in the behavioral health categories/risk groups in 15.4.4.1 through 15.4.4.6 who are eligible on the first day of the month for any and all Title XIX/XXI covered behavioral health services delivered to these members in the behavioral health categories/risk groups 15.4.4.1 through 15.4.4.6 who are eligible during the month, including all administrative costs of Contractor (see Section 15.4.11):
  - 15.4.4.1 Comprehensive Medical and Dental Program (CMDP) Child;
  - 15.4.4.2 Non-CMDP Child;
  - 15.4.4.3 DDD Child;
  - 15.4.4.4 DDD Adult;

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15.4.4.5 GMH/SA; and

15.4.4.6 SMI member not receiving physical health care services under this Contract.

15.4.5 Calculate monthly capitation payments to the Contractor for each Title XIX SMI Integrated member receiving physical health care services under this Contract in GSA 6 risk group, on the first day of the month. Adjustments in enrollment of SMI members receiving physical health care services under this Contract during the month will be paid in the following month. The capitation payments are payment in full for any and all Title XIX covered services delivered to the risk groups SMI Integrated members receiving physical health care services under this Contract who are Title XIX eligible during the month, including all administrative costs of Contractor.

The Contractor shall:

- 15.4.6 Make a retroactive capitation rate adjustment, if applicable, to approximate the cost associated with the Health Insurer Assessment Fee (Assessment Fee), subject to the receipt of documentation from the Contractor regarding the amount of the Contractor's liability for the Assessment Fee. Section 9010 of the Patient Protection and Affordable Care Act (ACA) requires that the Contractor, if applicable, pay an Assessment Fee annually beginning in 2014 based on its respective market share of premium revenues from the preceding year. The cost of the Assessment Fee will include both the Assessment Fee itself and the corporate income tax liability the Contractor incurs related to the Assessment Fee. Upon finalization of method of approach, an AHCCCS ACOM Policy will be available with further details. Obtain AHCCCS' approval and the Arizona Legislature, Joint Legislative Budget Committee's review of any adjustments to the Title XIX/XXI capitation rates.
- 15.4.7 Annually prepare the Non-Title XIX/XXI Allocation Schedule, which is subject to change during the fiscal year, to specify the Non-Title XIX/XXI non-capitated funding sources by program including MHBG and SABG Federal Block Grant funds, State General Fund appropriations, county and other funds, which are used for services not covered by Title XIX/XXI funding and for populations not otherwise covered by Title XIX/XXI funding.
- 15.4.8 Make payments to Contractor according the Non-Title XIX/XXI Allocation Schedule which includes all administrative costs to the Contractor. Payments shall be made in twelve (12) monthly installments through the Contract year no later than the tenth (10<sup>th</sup>) business day of each month. ADHS/DBHS retains the discretion to make payments using an alternative payment schedule.
- 15.4.9 Make payments no later than the tenth (10<sup>th</sup>) business day of each month. ADHS/DBHS retains the discretion to make payments using an alternative payment schedule.

The Contractor shall:

- 15.4.10 Manage available funding in order to continuously provide services throughout the contract year.
- 15.4.11 Not be entitled to receive adjustments to the monthly capitation payment for Title XIX/XXI behavioral health categories/risk groups: CMDP Child, Non-CMDP Child, DDD

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Child, DDD Adult, GMH/SA, or SMI members not receiving physical health care services under this Contract who are enrolled or dis-enrolled with AHCCCS after the first of the month.

#### 15.5 Compensation

ADHS/DBHS shall:

- 15.5.1 Compensate the Contractor for services provided to Title XIX members during the Prior Period Coverage (PPC) time periods and to Title XIX/XXI members during the prospective time periods through capitation payments as described and defined within this Contract. The reimbursement for PPC for Title XIX members will be included in the prospective capitation described below. Title XXI members are not eligible for PPC services.
- 15.5.2 Establish the capitation rates using Actuaries and practices established by the Actuarial Standards Board with the following data for the purposes of rebasing and/or updating the capitation rates:
  - 15.5.2.1 Utilization and unit cost data derived from adjudicated encounters;
  - 15.5.2.2 Audited and unaudited financial statements reported by the Contractor;
  - 15.5.2.3 Market basket inflation trends;
  - 15.5.2.4 AHCCCS fee-for-service and ADHS/DBHS fee-for-service schedule pricing adjustments;
  - 15.5.2.5 Programmatic or Medicaid covered service changes that affect reimbursement; and
  - 15.5.2.6 Other changes to behavioral health/medical practices or administrative requirements that affect reimbursement.
- 15.5.3 Adjust capitation rates to best match payment to risk in order to further ensure the actuarial basis for the rates. Examples of risk factors that may be included are as follows:
  - 15.5.3.1 Age/gender;
  - 15.5.3.2 Medicare enrollment for SSI members;
  - 15.5.3.3 Risk sharing arrangements for limited or all members; and
  - 15.5.3.4 Penetration for Title XIX/XXI behavioral health categories/risk groups: CMDP Child, Non-CMDP Child, GMH/SA, or SMI members not receiving physical health care services under this Contract.
- 15.5.4 Limit the amount of expenditures to be used in the capitation rate setting process and reconciliations to the lesser of the contracted/mandated amount or the Contractor paid amount for services or pharmaceuticals, in instances in which AHCCCS or ADHS/DBHS has specialty contracts or legislation/policy which limits the allowable reimbursement.

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- 15.5.5 Review the information described in Sections 15.5.2 with Actuaries in renewal years to determine if adjustments are necessary.
- 15.5.6 Not include in the data provided to Actuaries for setting capitation rates if Contractor provides services not covered under the State Plan (42 CFR 438.6(e)).
- 15.5.7 The Contractor shall;

In conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6, reconcile the Contractor's service expenses to service revenue/net capitation paid to the Contractor for dates of service during the contract year being reconciled for the behavioral health categories/risk groups: CMDP Child, Non-CMDP Child, DDD Child, DDD Adult, GMH/SA, SMI members not receiving physical health care services under this Contract, SMI Integrated members receiving physical health care services under this Contract for purposes of limiting Contractor's profits and losses to four percent (4%). Any losses in excess of four percent (4%) will be reimbursed to the Contractor, and likewise, profits in excess of four percent (4%) will be recouped. It is the intent of ADHS/DBHS that adjudicated encounter data will be used to determine service expenses. DDD child and DDD Adult will be separately reconciled from all other Title XIX/XXI funding.

- 15.5.8 Consider implementing payment reform/gain sharing no sooner than contract year two (2) and issue guidance describing processes for payment reform/gain sharing no less than six (6) months prior to implementation.

Note: AHCCCS Division of Fee For Service Management (DFSM) will reimburse claims for SMI physical health care services that are medically necessary, eligible for one hundred percent (100%) federal reimbursement, and are provided to Title XIX members enrolled with the Contractor by an IHS or a 638 Tribal Facility and when the member is eligible to receive services at the IHS or a tribally operated 638 Program. Encounters for Title XIX services billed by an IHS or tribal facilities will not be accepted by ADHS/DBHS from the Contractor or considered in capitation rate development.

### 15.6 Capitation Adjustments

ADHS/DBHS shall:

- 15.6.1 Except for changes made specifically in accordance with Section 18.16.6 or other applicable terms of this Contract, not renegotiate or modify the rates set forth in Exhibit 11.
- 15.6.2 Have discretion to review the effect of program changes, legislative requirements, Contractor experience, actuarial assumptions, and/or Contractor specific capitation factors to determine if a capitation adjustment is needed. In these instances the adjustment and assumptions will be discussed with the Contractor prior to modifying capitation rates.
- 15.6.3 Consider the Contractor's request for a review of a program change when Contractor alleges the program change was not equitable; ADHS/DBHS will not unreasonably withhold such a review.

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- 15.6.4 Have the discretion to adjust the amount of payment in addition to other available remedies if the Contractor fails to comply with any term or is in any manner in default in the performance of any obligation under this Contract until there is satisfactory resolution of the noncompliance or default.
- 15.6.5 Have the discretion to deduct from a future monthly capitation or additionally reimburse the Contractor, as appropriate, for any month during which the Contractor was not at risk. Examples are as follows:
  - 15.6.5.1 Death of a member;
  - 15.6.5.2 Member is an inmate of a public institution;
  - 15.6.5.3 Duplicate capitation paid to the same Contractor;
  - 15.6.5.4 Adjustment based on change in a member's behavioral health category and/or risk group; and
  - 15.6.5.5 Voluntary withdrawal.
- 15.6.6 Have the discretion to modify its policy on capitation recoupments at any time during the term of this Contract.

The Contractor shall:

- 15.6.7 Notify ADHS/DBHS of program and/or expenditure changes initiated by the Contractor during the contract period that may result in material changes to the current or future capitation rates.
  - 15.6.7.1 If the contractor intends to purchase reinsurance, the contractor shall submit the details of such proposed reinsurance to ADHS prior to its projected effective date.
- 15.6.8 Notify AHCCCS for an eligibility determination upon learning that a member is or may be an inmate of a public institution. Notifications must be sent via email to one of the following two email addresses as applicable:
  - 15.6.8.1 For children under age eighteen (18):  
[DMSJUVENILEIncarceration@azahcccs.gov](mailto:DMSJUVENILEIncarceration@azahcccs.gov)
  - 15.6.8.2 For adults age eighteen (18) and older:  
[DMSADULTIncarceration@azahcccs.gov](mailto:DMSADULTIncarceration@azahcccs.gov)
  - 15.6.8.3 Notifications must include:
  - 15.6.8.4 AHCCCS ID;
  - 15.6.8.5 Name;
  - 15.6.8.6 Date of birth (DOB);

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15.6.8.7 When incarcerated; and

15.6.8.8 Where incarcerated.

15.6.9 Not report members incarcerated with the Arizona Department of Corrections.

15.6.10 Be subject to recoupment if a member is enrolled twice with the same Contractor as soon as the double capitation is identified.

Note: Several counties are submitting daily files of all inmates entering their jail and all inmates released. AHCCCS will match these files against the database of active AHCCCS members. Title XIX/XXI members who become incarcerated will be disenrolled from AHCCCS and placed in a "no-pay" status for the duration of their incarceration. The Contractor will see the "IE" code for ineligible associated with the disenrollment. Upon release from jail, the member will be re-enrolled with Contractor. A member is eligible for covered services until the effective date of the member's "no-pay" status.

15.6.11 Utilize the ADHS transaction updates as identified below:

A monthly capitation transaction file for the SMI members receiving Physical Health care services under this Contract will be produced to provide the Contractor with member-level capitation payment information representing the monthly prospective capitation payment and changes to the previous month's prospective capitation payment resulting from enrollment changes that occur after the previous monthly file is produced. This file will identify mass adjustments to and/or manual capitation payments that occurred at ADHS after the monthly file is produced.

### 15.7 Payments

ADHS/DBHS shall:

15.7.1 Provide funds that are subject to availability and the terms and conditions of this Contract.

15.7.2 Pay the Contractor, provided that the Contractor's performance is in compliance with the terms and conditions of this Contract.

15.7.3 Make payments in compliance with A.R.S. Title 35, Public Finance.

15.7.4 Have the option to make payments to the Contractor by wire or National Automated Clearing House Association (NACHA) transfer and shall provide the Contractor at least thirty (30) days' notice prior to the effective date of any such change.

15.7.5 Not be liable for any error or delay in transfer or indirect or consequential damages arising from the use of the electronic funds transfer process where payments are made by electronic funds transfer.

15.7.6 Adjust payments when an error is discovered and may make a payment adjustment through a corresponding decrease in a current Contractor's payment or by processing an additional payment to the Contractor.

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- 15.7.7 Have the discretion to allow the Contractor to make payment to a fiscal agent hired by the Contractor; however, the Contractor shall not assign or pledge payments.

The Contractor shall:

- 15.7.8 Notify and reimburse ADHS/DBHS within thirty (30) days of when the Contractor identifies an overpayment by ADHS/DBHS.

- 15.7.9 Be responsible for any charges or expenses imposed for transfers or related actions in Section 15.7.5.

- 15.7.10 Cost Settlement for Primary Care Payment Parity:

The Patient Protection and Affordable Care Act (ACA) requires that the Contractor pay qualified primary care providers (and other providers specified in ACA) fees that are no less than the Medicare fee schedule in effect for 2013 and 2014, or the fee schedule rate that would result from applying the 2009 Medicare conversion factor, whichever is greater, for certain services designated by specific Current Procedural Terminology (CPT) codes. AHCCCS has developed an enhanced fee schedule containing the qualifying codes using the 2009 Medicare conversion factor in compliance with the greater-of requirement. The enhanced payments apply only to services provided on and after April 1, 2014 by qualified providers, who self-attest to AHCCCS as defined in the federal regulations.

The Contractor shall reprocess all qualifying claims for qualifying providers back to April 1, 2014 dates of service with no requirements that providers re-submit claims or initiate any action. The Contractor shall not apply any discounts to the enhanced rates.

In the event that a provider retroactively loses his/her qualification for enhanced payments, the Contractor shall identify impacted claims and automatically reprocess for the recoupment of enhanced payments. It is expected that this reprocessing will be conducted by the Contractor without requirement of further action by the provider.

ADHS will make quarterly cost-settlement payments to the Contractor based upon adjudicated/approved encounter data. The Contractor will be required to refund payments to ADHS for any reduced claim payments in the event that a provider is subsequently "decertified" for enhanced payments due to audit or other reasons.

Additionally, there will be modifications to the populations currently subject to AHCCCS mandatory and optional (nominal) copayments, copayment amounts, and services for which copays are required. Implementation of these provisions is anticipated to begin in early 2014.

#### **15.8 Profit Limit for Non-Title XIX/XXI Funds**

ADHS/DBHS shall:

- 15.8.1 Require the Contractor to return all funds not expended on services or administration for Non-Title XIX/XXI state funded eligible persons and shall not allow the Contractor to earn a profit from allocated funds for Supported Housing for Title XIX SMI members, Crisis and Non-Title XIX/XXI SMI. There is no maximum loss for Non-Title XIX/XXI



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funded programs. Service revenue equals ninety-two percent (92%) of total ADHS/DBHS revenue paid to Contractor in the contract year.

- 15.8.2 Establish a profit limit on the Contractor's potential profits from the SABG, MHBG, County, and Non-Title XIX/XXI Other funds. The profit limit applies to the profits derived from the funds above and to the profit and losses greater than four percent (4%) earned by related parties that perform any requirement or function of the Contract on the Contractor's behalf.
- 15.8.3 Calculate the profit limit for the SABG as follows:
  - 15.8.3.1 Require the Contractor to calculate profits and losses for the SABG separately from other programs;
  - 15.8.3.2 Limit the Contractor's profits for the SABG to four percent (4%) of service revenue per contract year;
  - 15.8.3.3 Not apply a maximum loss for the SABG and
  - 15.8.3.4 Calculate profits and losses as service revenue less service expense. Service revenue equals ninety-two percent (92%) of total SABG.
- 15.8.4 Calculate the profit limit for the MHBG as follows:
  - 15.8.4.1 Require the Contractor to calculate profits and losses for the MHBG separately from other programs;
  - 15.8.4.2 Limit the Contractor's profits for the MHBG to four percent (4%) of service revenue per contract year;
  - 15.8.4.3 Not apply a maximum loss for the MHBG; and
  - 15.8.4.4 Calculate profits and losses as service revenue less service expense. Service revenue equals ninety-two percent (92%) of total MHBG.
- 15.8.5 Calculate the profit limit for the Non-Title XIX/XXI Other and County funding as follows:
  - 15.8.5.1 Require the Contractor to calculate profits and losses for the Non-Title XIX/XXI Other and County funding separately from other programs;
  - 15.8.5.2 Limit the Contractor's profit for Non-Title XIX/XXI Other and County, if applicable, to four (4%) percent of service revenue per contract year;
  - 15.8.5.3 Not apply a maximum loss for Non-Title XIX/XXI Other and County funding; and
  - 15.8.5.4 Calculate profits and losses as service revenue less service expense. Service revenue equals ninety-two percent (92%) of total Non-Title XIX/XXI Other, and County funding.
- 15.8.6 Require the Contractor to return excess profits to ADHS/DBHS upon final calculation by ADHS/DBHS. If profit is determined to exceed the permissible amount, ADHS/DBHS shall reduce payments to the Contractor.

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- 15.8.7 Require the Contractor to not include imposed sanctions or taxes as an expense for the purpose of calculating profit or loss.
- 15.8.8 Notify Contractor of its draft determination of its profit/loss analysis in writing within sixty (60) days after receiving the Final Audited Financial Statements.
- 15.8.9 Provide Contractor with twenty (20) days to comment on the determination prior to a final determination of profit issues which shall be ninety (90) days following the receipt of the Final Audited Financial Statement.
- 15.8.10 Have the discretion to exclude from the calculation one time funding sources and revenue distributed by ADHS/DBHS within one hundred twenty (120) days of the end of a contract year for which Contractor may not have anticipated.

#### **15.9 Non-Title XIX/XXI Encounter Valuation for Grant, County, Non-Title XIX and Other Funds**

The Contractor shall:

- 15.9.1 Submit the volume of Non-Title XIX/XXI encounters so that the valuation level equals eighty-five percent (85%) of the total service revenue without inclusion of any crisis capacity credit.
- 15.9.2 Have the discretion to recoup the difference between a subcontractor's total value of encounters submitted to the Contractor and eighty-five percent (85%) of the subcontractor's total service revenue contract amount.

ADHS/DBHS shall:

- 15.9.3 Monitor the value of submitted encounters on a quarterly basis.
- 15.9.4 Calculate an encounter valuation penalty if the contractor does not meet the above volume requirement.

#### **15.10 Community Reinvestment**

The Contractor shall:

- 15.10.1 Demonstrate a commitment to the local communities in which it operates through community reinvestment activities; and
- 15.10.2 Regularly obtain community input on local and regional needs prior to enacted community investment activities.

#### **15.11 Recoupments**

The Contractor shall:

- 15.11.1 Reimburse ADHS/DBHS immediately upon demand all funds not expended in accordance with the terms of this Contract as determined by ADHS/DBHS or the Arizona Auditor General.

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- 15.11.2 Reimburse ADHS/DBHS immediately upon demand for any recoupments imposed by AHCCCS or the federal government and passed through to the Contractor. If the Contractor is not responsible for reimbursement, the Contractor and ADHS/DBHS shall collaborate to identify the responsible party.
- 15.11.3 Recoup and refund overpayments and adjust underpayments. The recoupment process should include the submission of voided or replaced encounters within one hundred and twenty (120) days from the date of recoupment or adjustment.
- 15.11.4 Recoup Medicaid funds paid for all Medicaid reimbursable covered services delivered on dates of service on which the subcontractor did not have the credentials, license, certification, or accreditation required to be an AHCCCS registered provider.
- 15.11.5 Void encounters for claims that are recouped in full. For recoupments that result in an adjusted claim value, the Contractor must submit replacement encounters.

#### **15.12 Financial Responsibility for Referrals and Coordination with Acute Health Plans and the Courts**

The Contractor shall:

- 15.12.1 Comply with applicable requirements in the AHCCCS Benefit Coordination and Fiscal Responsibility for Behavioral Health Services Provided to Members Enrolled in the Acute Care Services Program policy.
- 15.12.2 Recognize that reimbursement for court ordered screening and evaluation services (Court Ordered Treatment) are the responsibility of the County pursuant to A.R.S. §36-545. For additional information regarding behavioral health services refer to Title 9 Chapter 22 Articles 2 and 12.

#### **15.13 Advancement, Distributions, Loans, and Investments of Funds by the Contractor**

The Contractor shall not, without the prior approval from ADHS/DBHS:

- 15.13.1 Advance or loan funds to subcontracted providers to continue to deliver essential covered services to members;
- 15.13.2 Advance, invest or loan funds to a related party, affiliate or subcontractor; or
- 15.13.3 Make equity distributions, loans, or loan guarantees to any entity including another fund or line of business within the Contractor's organization.

The Contractor shall:

- 15.13.4 Refer to the ADHS/DBHS Financial Reporting Guide for GSA 6 for further information to make a request for prior approval.

#### **15.14 Management of Federal Block Grant Funds and other Federal Grants**

The Contractor shall:

- 15.14.1 Be authorized to expend:

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- 15.14.1.1 Substance Abuse Block Grant funds (SABG) for planning, implementing, and evaluating activities to prevent and treat substance abuse and related activities addressing HIV and tuberculosis services;
- 15.14.1.2 Mental Health Block Grant funds (MHBG) for services for adults with Serious Mental Illness (SMI) and children with serious emotional disturbance (SED); and
- 15.14.1.3 Other federal grant funding as allocated by ADHS/DBHS as directed for purposes set forth in the federal grant requirements.
- 15.14.2 Manage, record, and report Federal Grant funds in accordance with the practices, procedures, and standards in the ADHS/DBHS Accounting and Auditing Procedures Manual.
- 15.14.3 Report financial information related to Federal Grants in conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6.
- 15.14.4 Comply with all terms, conditions, and requirements of the SABG and MHBG Block Grants, including the Children's Health Act of 2000, P.L. 106-310 Part B of Title XIX of the Public Health Service Act (42 U.S.C. 300 *et seq.*; and 45 CFR Part 96 as amended).
- 15.14.5 Retain documentation of compliance with Federal Grant requirements.
- 15.14.6 Develop and maintain fiscal controls in accordance with authorized activities of the Federal Block Grants and other Federal Grant funds, this Contract, and the ADHS/DBHS Policy on *Special Populations*, the MHBG and SABG FAQs, the ADHS/DBHS Framework for Prevention in Behavioral Health, and ADHS/DBHS' accounting, auditing, and financial reporting procedures.
- 15.14.7 Report MHBG and SABG grant funds and services separately and provide information related to block grant expenditures to ADHS/DBHS upon request.
- 15.14.8 Submit Contractor and provider level expenditure data to ADHS/DBHS consistent with the annual funding levels in the ADHS/DBHS Allocation Schedule for certain allocations of the SABG including substance abuse treatment services, crisis services, primary prevention services, specialty programs and services for pregnant women and women with dependent children and HIV Early Intervention Services and the MHBG including SED and SMI services.
- 15.14.9 Manage the Federal Block Grant funds during each fiscal year to make funds available for obligation and expenditure until the end of the fiscal year for which the funds were paid. When making transfers involving Federal Block Grant funds, the Contractor shall comply with the requirements in accordance with the Federal Block Grant Funds Transfers Cash Management Improvement Act of 1990 and any rules or regulations promulgated by the U. S. Department of the Treasury including 31 CFR Part 205.
- 15.14.10 Not discriminate against non-governmental organizations on the basis of religion in the distribution of Block Grant funds.
- 15.14.11 Not expend Federal Block Grant funds for any of the following prohibited activities:

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- 15.14.11.1 Inpatient hospital services;
- 15.14.11.2 Physical health care services;
- 15.14.11.3 Make cash payments to intended recipients of health services;
- 15.14.11.4 Purchase or improve land; purchase, construct, or permanently improve any building or facility except for minor remodeling;
- 15.14.11.5 Purchase major medical equipment;
- 15.14.11.6 Provide financial assistance to any entity other than a public or non-profit private entity;
- 15.14.11.7 Provide individuals with hypodermic needles or syringes for illegal drug use, unless the Surgeon General of the Public Health Service determines that a demonstration needle exchange program would be effective in reducing drug abuse and the risk that the public will become infected with the etiologic agent for AIDS;
- 15.14.11.8 Pay the salary of an individual through a grant or other extramural mechanism at a rate in excess of Level I of the Executive Salary Schedule for the award year; see [http://grants.nih.gov/grants/policy/salcap\\_summary.htm](http://grants.nih.gov/grants/policy/salcap_summary.htm); or
- 15.14.11.9 Purchase treatment services in penal or correctional institutions in the State of Arizona.
- 15.14.12 Comply with prevention funds management in conformance with the ADHS/DBHS Framework for Prevention in Behavioral Health.
- 15.14.13 Comply with all terms, conditions, and requirements for any Federal Grant funding allocated by ADHS/DBHS.

**15.15 Mortgages and Financing of Property**

ADHS/DBHS shall:

- 15.15.1 Be under no obligation to assist, facilitate, or help Contractor secure the mortgage or financing if a Contractor intends to obtain a mortgage or financing for the purchase of real property or construction of buildings on real property.

**15.16 Member Billing and Liability for Payment**

The Contractor shall:

- 15.16.1 Have the discretion to allow AHCCCS registered providers only to charge Medicaid eligible members for services that are excluded from AHCCCS coverage or that are provided in excess of AHCCCS limits in accordance with A.A.C R9-22-702.
- 15.16.2 Not hold Title XIX/XXI members liable for payment for covered services provided to the member except as permitted under A.A.C R9-22-702.

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15.16.3 Not hold all members liable for:

- 15.16.3.1 Debts incurred by the Contractor or any subcontractor in the event of the Contractor's or the subcontractor's insolvency (42 CFR 438.106(a)); and
- 15.16.3.2 Payments to the Contractor or any subcontractors for covered services furnished under a contract, referral or other arrangement, to the extent that those payments are in excess of the amount the member would owe if the Contractor or any subcontractor provided the services directly (42 CFR 438.106(c)).

#### **15.17 Medicare Services and Cost Sharing Requirements**

The Contractor shall:

15.17.1 Coordinate care for dual eligible SMI members:

- 15.17.1.1 Create a Medicare Advantage Dual Eligible Special Needs Plan (D-SNP) and be the sole organization that manages the provision of Medicare benefits to SMI dual eligible members enrolled with the Integrated RBHA and may not delegate or subcontract with another entity except as specified below in the 15.17.1.4.
- 15.17.1.2 Meet all Medicare Advantage requirements to remain in compliance and continue operating as a D-SNP in order to provide Medicare services to eligible individuals. See ACOM Policy 107 for Contractors that currently have contracts, or will be pursuing contracts, with the Centers for Medicare and Medicaid (CMS) to operate as a Medicare Advantage Dual Eligible Special Needs Plan (D-SNP).
- 15.17.1.3 The Contractor may delegate or subcontract the managed care functions with another entity for the provision of Medicare benefits when that entity is also responsible for performing those functions for the Contractor's Medicaid line of business.
- 15.17.1.4 Establish an easily identifiable brand that is recognized by SMI dual eligible members and providers as an integrated service delivery health plan for both Medicare and Medicaid services.
- 15.17.1.5 Sign a *Medicare Advantage D SNP Health Plan Agreement* with AHCCCS to fulfill the requirement per CMS guidelines, that all D-SNPs are required to have an agreement with the State Medicaid Agency to operate as a D-SNP. This agreement will outline specific D-SNP responsibilities related to care coordination, data sharing, and eligibility verification.
- 15.17.1.6 Work with AHCCCS to improve the system for dual eligible which may include, but is not limited to:
  - 15.17.1.7 Participating in work groups
  - 15.17.1.8 Department sponsored marketing, outreach, and education
  - 15.17.1.9 Communication with CMS

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15.17.1.10 Use all data, including Medicare A, B, and D data, in developing and implementing care coordination models. See Section 8, Medical Management, for care coordination requirements.

15.17.2 Comply with Medicare Part A and Part B.

15.17.3 For all dual eligible members, the Contractor shall:

15.17.3.1 Be responsible for payment of Medicare coinsurance and/or deductibles for covered services provided to dual eligible members within the Contractor's network.

15.17.3.2 Limit cost sharing responsibility according to the AHCCCS Contractor Operations Manual Medicare Cost Sharing Policy and ADHS/DBHS Policy on *Third Party Liability and Coordination of Benefits*.

15.17.3.3 Have no cost sharing obligation if the Medicare payment exceeds what the Contractor would have paid for the same service of a non-Medicare member.

15.17.3.4 Comply with the reporting requirements in ADHS/DBHS Policy on *Medical Institution Reporting for Medicare Part D*.

*The Medicare Modernization Act of 2003 (MMA)* created a prescription drug benefit called Medicare Part D for individuals who are eligible for Medicare Part A and/or enrolled in Medicare Part B. AHCCCS does not cover prescription drugs that are covered under Part D for dual eligible members. AHCCCS will not cover prescription drugs for this population whether or not they are enrolled in Medicare Part D.

For Medicare Part D the Contractor shall:

15.17.4 Be reimbursed as part of its capitation for prescription medication ordered by a PCP, attending physician, dentist or other authorized prescriber and dispensed under the direction of a licensed pharmacist subject to limitations related to prescription supply amounts, and the Contractor's prior authorization requirements if they are excluded from Medicare Part D coverage.

15.17.5 Not be reimbursed for those Medications covered by Part D, but not on a specific Part D Health Plan's formulary. These medications are not considered excluded drugs and will not be covered by AHCCCS. This applies to members that are enrolled in Medicare Part D or are eligible for Medicare Part D.

15.17.6 Not require a dual eligible member to pay copayments for Medicare covered prescription medications for the remainder of the calendar year when the member has been in a medical institution funded by Medicaid for a full calendar month. See Exhibit 1, Definitions, for an explanation of "Medical Institution".

15.17.7 Comply with the reporting requirements in ADHS/DBHS Policy on *Medical Institution Reporting for Medicare Part D*.

15.17.8 Utilize state funds to pay or reimburse Medicare Part D cost sharing for dual eligible members or Non-Title XIX/XXI Medicare eligible SMI members. Payment of any Medicare Part D cost sharing or any Medicare Part D excluded or non-covered drugs for

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Non-Title XIX/XXI eligible, Non-SMI members is subject to available funding and in conformance with ADHS/DBHS Policy on the *Medication List*.

#### **15.18 Capitalization Requirements**

The Contractor shall:

- 15.18.1 Satisfy the initial capitalization amount equal to \$15 million by submitting proof of having secured the initial capitalization amount. If the Contractor is relying on another organization to meet the initial capitalization requirement, submit the most current audited financial statement of the other organization and write a certification, signed and dated by the President or CEO of the other organization, with a statement of its intent to provide the initial capitalization amount to the Contractor, without restriction, within the time frames required in this Contract.
- 15.18.2 Have no more than fifty percent (50%) of the initial capitalization requirement satisfied with an irrevocable Letter of Credit issued by on one of the following:
  - 15.18.2.1 A bank doing business in this state and insured by the Federal Deposit Insurance Corporation;
  - 15.18.2.2 A savings and loan association doing business in this state and insured by the Federal Savings and Loan Insurance Corporation; and
  - 15.18.2.3 A credit union doing business in Arizona and insured by the National Credit Union Administration.
- 15.18.3 Demonstrate the initial unencumbered capitalization amount on or before the Contract Performance Start Date, through a Contractor's balance sheet or bank statement.
- 15.18.4 Make security funds available to ADHS/DBHS upon default or nonperformance.
- 15.18.5 Demonstrate the maintenance of minimum capitalization (net assets/equity) requirement equal to ninety percent (90%) of the monthly Title XIX/XXI capitation and Non-Title XIX/XXI payments to the Contractor by the end of first Contract period and through the remainder of the Contract term.
- 15.18.6 Comply with the following:
  - 15.18.6.1 At any time in first Contract Period, the maintenance of minimum capitalization requirement shall never fall below the initial capitalization requirement.
  - 15.18.6.2 Maintain the capitalization requirement in addition to the requirements in Special Terms and Conditions Section CC, Performance Bond.
  - 15.18.6.3 May apply the initial capitalization and maintenance of minimum capitalization requirement toward meeting the ongoing equity per member requirement and for its operations in conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6.

#### **15.19 Coordination of Benefits and Third Party Liability Requirements**



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Pursuant to federal and state law, Medicaid is the payer of last resort except under limited situations. This means Medicaid funds shall be used as a source of payment for covered services only after all other sources of payment have been exhausted.

The Contractor shall:

- 15.19.1 Comply with the coordination of benefits and third-party liability requirements in conformance with the ADHS/DBHS Policy on *Third Party Liability and Coordination of Benefits*.
- 15.19.2 Use cost avoidance and post payment recovery to coordinate benefits in a manner so that costs for services otherwise payable by the Contractor are cost avoided or recovered from another liable party (42 CFR 433.135 *et seq.*; ARS § 36- 2903; A.A.C. R9-22-1001 *et seq.*).
- 15.19.3 Comply with federal regulations referenced in 15.19.2 above by applying the term "State" to mean "Contractor."
- 15.19.4 Have the discretion to require subcontractors to be responsible for coordination of benefits or services under this Contract.
- 15.19.5 Determine all legally liable parties including any individual, entity or program that is or may be liable to pay all or part of the cost of covered services.
- 15.19.6 Cost-avoid a claim if the probable existence of a liable party is established at the time the claim is submitted. Establishing the probable existence of a liable party occurs when the Contractor receives confirmation that another party is, by statute, contract, or agreement, legally responsible for the payment of a claim for a service delivered to a member. If the probable existence of a party's liability cannot be established, the Contractor must adjudicate the claim.
- 15.19.7 Not deny a claim for timeliness if the untimely claim submission results from a provider's good faith efforts to determine the extent of another party's liability.
- 15.19.8 Make payments if a liable third (3<sup>rd</sup>) party, other than Medicare, requires the member to pay a copayment, coinsurance or deductible, even if the services are provided by an out of network provider.
- 15.19.9 Make payments in advance, if the Contractor refers the member for services to a liable third (3<sup>rd</sup>) party, other than Medicare, and the liable third (3<sup>rd</sup>) party requires payment in advance of a copayment, coinsurance and deductible.
- 15.19.10 If the Contractor discovers the probable existence of a liable party that is not known to AHCCCS, or any change in coverage, the Contractor must report the information to the AHCCCS contracted vendor not later than ten (10) days from the date of discovery.
- 15.19.11 Notification by the Contractor must occur electronically through the Third Party Leads submission process. Refer to AHCCCS Technical Interface Guidelines at:

<http://www.azahcccs.gov/commercial/ContractorResources/manuals/TIG/HealthPlan/TPLLeads.aspx>.

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- 15.19.12 Provide an electronic extract of the Casualty cases, including open and closed cases. Data elements include, but are not limited to: the member's first and last name; AHCCCS ID; date of incident; claimed amount; paid/recovered amount; and case status at AHCCCS's request.
- 15.19.13 Verify that a member eligible for Title XXI (KidsCare, BCCTP, and SOBRA Family Planning: Eligibility for KidsCare, BCCTP, and SOBRA Family Planning benefits is not enrolled with any other creditable health insurance plan.
- 15.19.14 Notify AHCCCS immediately if the Contractor becomes aware of any such above coverage. AHCCCS will determine if the other insurance meets the creditable coverage definition in A.R.S. § 36-2982(G).

#### 15.20 Post-payment Recovery Requirements

Post-payment recovery is necessary when the Contractor has not established the probable existence of a liable party at the time services were rendered or paid for, or was unable to cost-avoid.

The Contractor shall:

- 15.20.1 Identify the existence of potentially liable parties through the use of trauma code edits, utilizing diagnostic codes 800 to 999.9 (excluding code 994.6), external causes of injury codes E000 through E999, and other procedures.
- 15.20.2 Not pursue recovery in the following circumstances, unless the case has been referred to the Contractor by AHCCCS or AHCCCS' authorized representative:
- 15.20.2.1 Uninsured/underinsured motorist insurance;
  - 15.20.2.2 First-and third-party liability insurance;
  - 15.20.2.3 Tortfeasors, including casualty;
  - 15.20.2.4 Special Treatment Trust Recovery;
  - 15.20.2.5 Worker's Compensation;
  - 15.20.2.6 Restitution Recovery; or
  - 15.20.2.7 Estate Recovery.
- 15.20.3 Promptly report any cases to AHCCCS' authorized representative for determination of a "total plan" case upon identification of any of the items in Section 15.20.2 above. See Exhibit 1, Definitions, for an explanation of a "Total Plan Case".
- 15.20.4 Cooperate with AHCCCS's authorized representative in all collection efforts.

#### 15.21 Total Plan Case Requirements

The Contractor shall:

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- 15.21.1 Perform all research, investigation, the mandatory filing of initial liens on cases that exceed two hundred and fifty dollars (\$250), lien amendments, lien releases, and payment of other related costs in accordance with A.R.S. §§ 36-2915 and 36-2916 in "total plan" cases.
- 15.21.2 Use the AHCCCS-approved casualty recovery correspondence when filing liens and when corresponding to others in regard to casualty recovery.
- 15.21.3 Have the discretion to retain up to one-hundred percent (100%) of its recovery collections if all of the following conditions exist:
- 15.21.3.1 Total collections received do not exceed the total amount of the Contractor's financial liability for the member;
  - 15.21.3.2 No payments were made by AHCCCS related to fee-for-service, reinsurance or administrative costs such as the filing of a lien; and,
  - 15.21.3.3 Such recovery is not prohibited by state or federal law.
- 15.21.4 Contact AHCCCS to verify that AHCCCS has not made a reinsurance or fee-for-service payment prior to negotiating a settlement on a total plan case.

Total Plan Cases: The Contractor shall:

- 15.21.5 Report settlement information to AHCCCS, utilizing the AHCCCS-approved casualty recovery Notification of Settlement form, within ten (10) business days from the settlement date.

Joint Cases: The Contractor shall:

- 15.21.6 Notify AHCCCS' authorized representative within ten (10) business days of the identification of a liable party case with reinsurance or fee-for-service payments made by AHCCCS. See Exhibit 1, Definitions, for an explanation of a "Joint Case".
- 15.21.7 Cooperate with AHCCCS' authorized representative who is responsible for the following:
- 15.21.7.1 Performing all research, investigation and payment of lien-related costs, subsequent to Contractor's referral of any and all relevant case information;
  - 15.21.7.2 Negotiating and acting in the best interest of all parties to obtain a reasonable settlement in joint cases and may compromise a settlement in order to maximize overall reimbursement, net of legal and other costs.
  - 15.21.7.3 Share in the cost of the contingency fee and be responsible for its prorated share of the contingency fee, which will be deducted from the settlement proceeds prior to AHCCCS remitting the settlement to the Contractor.

#### **15.22 Other Financial Obligations**

The Contractor shall:

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- 15.22.1 Be financially responsible for requested psychiatric consultations in all hospital settings for all Title XIX/XXI members and Non-Title XIX/XXI members with SMI. For Title XIX/XXI members, except for SMI members eligible to receive physical health services under this Contract, the member's AHCCCS Health Plan is responsible for all other medical services including triage, physician assessment and diagnostic tests for services delivered in an emergency room setting.
- 15.22.2 Comply with any limitations imposed by ADHS/DBHS on the Contractor's Block Payment arrangements in subcontracts for certain types of providers. See the ADHS/DBHS Financial Reporting Guide for GSA 6.

#### **15.23 Financial Management Reporting Requirements**

The Contractor shall:

- 15.23.1 Submit deliverables related to Financial Management and comply with all financial reporting requirements in conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6 and Exhibit 9.
- 15.23.2 Separately account for all funds received under this Contract in conformance with the requirements in the ADHS/DBHS Financial Reporting Guide for GSA 6.

Prepare deliverables in accordance with Generally Accepted Accounting Principles (GAAP) in electronic copy form. Where specific guidance is not found in authoritative literature or where multiple acceptable methods to record accounting transactions are available, the Contractor shall, when directed by ADHS, comply with the requirements in conformance with the ADHS/DBHS Financial Reporting Guide for GSA 6.

## **16 PROVIDER AGREEMENT REIMBURSEMENT**

### **16.1 Physician Incentive Requirements**

The Contractor shall:

- 16.1.1 Comply with all applicable physician incentive requirements and conditions, which prohibit physician incentive plans that directly or indirectly make payments to a doctor or a group as an inducement to limit or refuse medically necessary services to a member (42 CFR 417.479; 42 CFR 438.6(h); and 42 CFR 422.208 and 210).
- 16.1.2 Disclose all physician incentive agreements to ADHS/DBHS including the type and amount of the incentive (42 CFR 438.6(h)); disclose physician incentives to members upon request.
- 16.1.3 Not enter into subcontracts that place providers at significant financial risk without first obtaining prior approval from ADHS/DBHS by submitting the following to ADHS/DBHS ninety (90) days prior to the implementation of the subcontract:
- 16.1.3.1 A complete copy of the subcontract;
  - 16.1.3.2 A plan for the member satisfaction survey;

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- 16.1.3.3 Details of the stop-loss protection provided; and
- 16.1.4 A summary of the compensation arrangement that meets the substantial financial risk definition (42 CFR 417.479 (e); 42 CFR 438.6(g)).
- 16.1.5 Disclose the information about physician incentive plans in 42 CFR 417.479 (h)(1) through 417.479(1) to ADHS/DBHS upon contract renewal, prior to initiation of a new agreement, or upon request from ADHS/DBHS, AHCCCS or CMS.
- 16.1.6 Comply with physician incentive plan requirements in accordance with 42 CFR 422.208, 42 CFR 422.210 and 42 CFR 438.6(h).
- 16.1.7 Require subcontractors to comply with all applicable regulations related to physician incentive contracts.

#### **16.2 Nursing Facility Reimbursement**

For SMI members receiving physical health care services, the Contractor shall:

- 16.2.1 Provide medically necessary nursing facility services.
- 16.2.2 Provide medically necessary nursing facility services for a member with a pending ALTCS application currently residing in a nursing facility.
- 16.2.3 Be responsible for nursing facility reimbursement only during the time the member is enrolled with the Contractor if the member becomes ALTCS eligible and is enrolled with an ALTCS Contractor before the end of the maximum ninety (90) days per contract year of nursing facility coverage.
- 16.2.4 Apply the ninety (90) day per contract year limitation for nursing facility services covered by another liable party, including Medicare, while the member is enrolled with the Contractor.
- 16.2.5 Not deny nursing facility services when the member's eligibility, including prior period coverage, had not been posted at the time of admission. In this instance, the Contractor shall impose reasonable authorization requirements. There is no ALTCS enrollment, including prior period coverage that occurs concurrently with AHCCCS acute enrollment.
- 16.2.6 Notify ADHS/DBHS when a member has been residing in a nursing facility for sixty (60) days in accordance with Section 4.7, Exhibit 4, "*Nursing Facility*".

## **17 INFORMATION SYSTEMS AND DATA EXCHANGE REQUIREMENTS**

### **17.1 Overview**

ADHS/DBHS supports new and evolving technologies to create efficiencies; improve the quality of care and which lead to better health care outcomes while containing costs. Examples of such technologies, supported, in part, by the Health Information Technology for Economic and Clinical Health Act (HITECH) include the use of health information technology in electronic health records (EHRs), e-prescribing and a Health Information Exchange (HIE) infrastructure. Expanding technological capability is expected to reduce total spending on health care by diminishing the

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number of inappropriate tests, duplicate procedures, paperwork and administrative overhead, which will result in fewer adverse events. The use of health information technology for health care service delivery and health care management is critical to the effectiveness in the following areas:

- 17.1.1 Access to care;
- 17.1.2 Care coordination;
- 17.1.3 Prescribing practices, for example, poly-pharmacy;
- 17.1.4 Evidence based care;
- 17.1.5 Medical management programs;
- 17.1.6 EPSDT services;
- 17.1.7 Coordination with community services;
- 17.1.8 Referral management;
- 17.1.9 Discharge planning;
- 17.1.10 Performance measures;
- 17.1.11 Performance improvement projects;
- 17.1.12 Medical record review;
- 17.1.13 Quality of care review processes;
- 17.1.14 Quality improvement;
- 17.1.15 Claims processing;
- 17.1.16 Claims review; and
- 17.1.17 Prior authorization.

#### **17.2 Systems Function and Capacity**

The Contractor shall:

- 17.2.1 Establish and maintain a health information system that integrates member demographic data, provider information, service provision, claims submission and reimbursement and must be capable of collecting, storing and producing information for the purposes of financial, medical and operational management (42 CFR 438.242(b)(2)).
- 17.2.2 Comply with the Administrative Simplification requirements of Subpart F of the HIPAA of 1996 (P.L. 107-191, 110 Statutes 1936) and all federal regulations implementing that Subpart that are applicable to the operations of the Contractor by the dates required in

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those federal regulations as well as all requirements and regulations subsequently enacted.

- 17.2.3 Actively disseminate information to educate and support providers to adopt and expand the use of health information technology.
- 17.2.4 Incent providers utilizing electronic health records to implement "meaningfully use" health information technology as a standard of doing business with ADHS/DBHS, AHCCCS and other system partners.
- 17.2.5 Not be reimbursed beyond the standard administrative payment for any additional costs of software or hardware changes, revisions or upgrades.
- 17.2.6 Provide attestation at the time of submission that any data transmitted is accurate, complete and truthful, to the best of the Contractor's Chief Executive Officer (CEO), Chief Financial Officer (CFO) or designee's knowledge in conformance with the AHCCCS HIPAA Transaction Companion Guides & Trading Partner Agreements, and the AHCCCS Encounter Manual (42 CFR.438.606).
- 17.2.7 Require subcontracted providers to utilize electronic transactions to ensure interoperability and transmission compatibility across the various providers' management information systems.
- 17.2.8 Make available all components of its MIS system for review or audit upon request by ADHS/DBHS. The Contractor's MIS or any component thereof is subject to ADHS/DBHS approval if ADHS/DBHS determines that the system cannot be sustained or is unable to comply with the requirements of this Contract.
- 17.2.9 Establish and maintain a T1 line or greater.
- 17.2.10 Develop and maintain security precautions for email transmission in accordance with HIPAA and consistent with ADHS/DBHS' systems and encryption methods. Security precautions shall be compatible with SSL encryption for FTP and Global Certs Gateway for secure e-mail.
- 17.2.11 Have a current antivirus patch system process for security updates and a log to record the updates.
- 17.2.12 Retain an independent third party to perform a HIPAA security and privacy audit, initially no later than ninety (90) days prior to the Contract Performance Start Date and completed prior to the first exchange of ADHS/DBHS/AHCCCS data. Subsequent audits shall be performed in the same manner annually thereafter, and must include a review of Contractor compliance with all security and privacy requirements. Contractor's audit shall include findings in a report, as follows:
  - 17.2.12.1 A review of Contractor policies and procedures to verify that appropriate security and privacy requirements have been adequately incorporated into the Contractor's business practices and the use of automated and/or manual scans of the production processing systems to validate compliance;

If necessary, a remediation plan, which describes:

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- 17.2.12.2 All issues and discrepancies between the security/privacy requirements and the Contractor's policies, practices and systems; and
- 17.2.12.3 Timelines for corrective actions related to all issues or discrepancies identified in the remediation plan.
- 17.2.12.4 The remediation plan must be submitted to ADHS/DBHS for review, approval and be subject to verification and compliance through ADHS/DBHS' regular monitoring activities.
- 17.2.12.5 Contractor shall submit the initial audit report on or before the Contract Performance Start Date and the subsequent annual audit report in accordance with Exhibit 9 of this Contract.

17.2.13 Demonstrate full compliance and functional operability with all requirements in this Section by Contract Performance Start Date and throughout the term of this Contract.

### **17.3 Management Information System (MIS)**

The Contractor shall establish and maintain an MIS that:

- 17.3.1 Collects, analyzes, integrates, and reports data. The Management Information System should have the capability to interface with a provider's EHR to collect demographic data for submission to ADHS/DBHS. For those providers who do not have an EHR, Contractor shall offer technical assistance to help them to obtain the ability to collect demographic data using an EHR or similar technology.
- 17.3.2 At a minimum, collects and processes information on: client demographics; service utilization; provider claim disputes and appeals; member grievances and appeals; and complies with ADHS/DBHS' data processing and interface requirements in the following documents in Exhibit 7:
  - 17.3.2.1 Client Information System (CIS) File Layouts and Specifications Manual;
  - 17.3.2.2 ADHS/DBHS Operations and Procedures Manual;
  - 17.3.2.3 ADHS/DBHS Policy and Procedures Manual;
  - 17.3.2.4 ADHS/DBHS Covered Behavioral Health Services Guide;
  - 17.3.2.5 ADHS/DBHS Office of Grievances and Appeals Database Manual Docket Tracking Application Users Guide; and
  - 17.3.2.6 Demographic and Outcome Dataset User Guide (42 CFR 438.242(a)).
- 17.3.3 Utilizes electronic transactions in conformance with HIPAA, "meaningful use" and/or HL7 requirements including the Continuity of Care Document (CCD) format, or any other transmission standard as instructed by ADHS/DBHS.
- 17.3.4 Sends and receives data and information to and from other agencies.



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- 17.3.5 Sends and receives data and information to and from ADHS/DBHS related to member outcomes, patient records, individual service plans, staffing ratios, service referrals, network capacity, initial assessment and updates to the assessment, ADHS/DBHS' annual administrative review subcontracted provider performance measures and dashboard performance reports.
- 17.3.6 Performs regularly scheduled comprehensive backup of all member data in accordance with HIPAA.

ADHS/DBHS shall:

- 17.3.7 Provide Contractor with at least ninety (90) days notice before implementing a change to its MIS system unless ADHS/DBHS determines that the system change must be implemented sooner, and in that instance, provide Contractor with as much notice as possible under the circumstances.
- 17.3.8 Maintain access privileges and user-rights to any and all member information within Contractor's MIS system, and that of any MIS/EHR system operated by a subcontracted provider. At a minimum, ADHS/DBHS shall be permitted real-time access to client level demographics, claims and billing, service planning, assessment, and grievance and appeal data.

#### **17.4 Data and Document Management Requirements**

The Contractor shall:

- 17.4.1 Exchange data with ADHS/DBHS to comply with the information requirements of this Contract and to support the data elements in ADHS/DBHS specified formats, which includes at a minimum those required or covered by HIPAA as detailed in the following documents in Exhibit 7:
  - 17.4.1.1 AHCCCS HIPAA Transaction Companion Guides & Trading Partner Agreements;
  - 17.4.1.2 AHCCCS Encounter Manual;
  - 17.4.1.3 AHCCCS Technical Interface Guidelines; and
  - 17.4.1.4 Client Information System (CIS) File Layouts and Specifications Manual.
- 17.4.2 Comply with all data submission standards required by this Contract and accept ADHS/DBHS rejection of data submissions that are not in compliance with these standards.
- 17.4.3 Be responsible for any incorrect data, delayed submission or payment to Contractors or subcontractors and pay financial sanctions imposed due to any error, omission, deletion, or erroneous insert caused by Contractor's data submission.
- 17.4.4 Be responsible for identifying and immediately reporting any inconsistencies upon receipt of data from ADHS/DBHS.

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- 17.4.5 Bear the cost to make any adjustments to correct its records due to any unreported inconsistencies subsequently discovered.

#### **17.5 System and Data Integration Requirements**

The Contractor shall through its Management Information System:

- 17.5.1 Receive, accept, and integrate SMI Determinations for members from an ADHS/DBHS-contracted agency.
- 17.5.2 Accept from ADHS/DBHS, on a recurring basis, a claims data file of physical health encounter data for purposes of member care coordination for all GMH/SA and Child members.

#### **17.6 Contractor User Registration and Access to ADHS/DBHS and AHCCCS Systems**

The Contractor shall:

- 17.6.1 Identify staff that will utilize the PMMIS system, the Grievance and Appeals database, ADHS/DBHS FTP Server and ADHS/DBHS Client Information System.
- 17.6.2 Notify ADHS/DBHS to obtain log-on clearance for identified staff.
- 17.6.3 Notify ADHS/DBHS within twenty-four (24) hours of staff's termination to discontinue user access rights for the terminated employee.

#### **17.7 Electronic Transactions**

The Contractor shall:

- 17.7.1 Accept and generate required HIPAA compliant electronic transactions to or from any provider or a provider's assigned representative interested in and capable of electronic submission of eligibility verifications, claims for processing, claims status verifications or prior authorizations, or the receipt of electronic remittance advice.
- 17.7.2 Have the ability to make claims payments via electronic funds transfer and to accept electronic claims attachments.
- 17.7.3 At a minimum, receive and process sixty percent (60%) of each type of claim (professional, institutional and dental) electronically, based on volume of actual claims processed excluding claims processed by Pharmacy Benefit Managers (PBMs).
- 17.7.4 At a minimum, produce and distribute sixty percent (60%) of remittance advices electronically.
- 17.7.5 At a minimum, provide sixty percent (60%) of claims payments via EFT.

#### **17.8 System Upgrade Plan**

The Contractor shall:

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- 17.8.1 Comply with all notification and submission requirements in Section 18.20, Material Change to Operations, when making changes or makes major upgrades to its information systems affecting claims processing, or any other major business component.
- 17.8.2 Develop a plan when changing or making major upgrades to the information systems affecting the MIS, claims processing, or any other major business component, which includes a timeline, milestones, and adequate testing before implementation. At least six (6) months before the anticipated implementation date, the Contractor shall provide the system change plan to ADHS/DBHS for review and comment.

#### **17.9 Participation in Information Systems Work Groups/Committees**

The Contractor shall:

- 17.9.1 Participate in AHCCCS workgroups including technical consortiums, which may include separate groups facilitated by an AHCCCS or ADHS/DBHS consultant, to address technical initiatives or other relevant issues.
- 17.9.2 At a minimum, participate as a data user in HinAZ.

#### **17.10 Enrollment and Eligibility Data Exchange**

The Contractor shall:

- 17.10.1 Accept and utilize electronic Client Eligibility/Enrollment Information, in 834 CMS-Prescribed version standard formats for eligible members in conformance with the Client Information System (CIS) File Layouts and Specifications Manual.
- 17.10.2 Require subcontracted providers to collect enrollment information in the 834 CMS-Prescribed version standard formats for Non-Title XIX/XXI eligible members.
- 17.10.3 Submit enrollment information in the 834 CMS-Prescribed version standard formats for Non-Title XIX/XXI eligible members to ADHS/DBHS.
- 17.10.4 Share information, including the applicant's behavioral health history and SMI status, as needed with AHCCCS/SSI-MAO to assist in the Title XIX/XXI eligibility determination.

#### **17.11 Claims and Encounter Submission and Processing Requirements**

The Contractor shall:

- 17.11.1 Submit claims and encounters to ADHS/DBHS or AHCCCS, as directed by ADHS/DBHS and in conformance with the Client Information System (CIS) File Layouts and Specifications Manual, ADHS/DBHS Office of Program Support Operations and Procedures Manual, ADHS/DBHS Policy on *Submitting Claims and Encounters to the RBHA*, the ADHS/DBHS Covered Behavioral Health Services Guide, and the ADHS/DBHS Financial Reporting Guide for GSA 6.
- 17.11.2 Submit claims and encounters to ADHS/DBHS or AHCCCS, as directed by ADHS/DBHS, in conformance with the HIPAA Transaction Companion Guides &

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Trading Partner Agreements, the AHCCCS Encounter Manual no later than two hundred and ten (210) days after the end of the month in which the service was rendered, or the effective date of the enrollment with the Contractor, whichever date is later.

- 17.11.3 Submit pharmacy encounter data and other encounters involving services eligible for Federal Drug Rebate processing no later than thirty (30) days after the end of the quarter in which the pharmaceutical item was dispensed. See Exhibit 1, Definitions, for an explanation of "Pharmacy Encounter Data".
- 17.11.4 Require subcontracted providers to submit claims or encounters in conformance with the ADHS/DBHS Policy on *Submitting Claims and Encounters to the RBHA*, the ADHS/DBHS Office of Program Support Operations and Procedures Manual, the ADHS/DBHS Covered Behavioral Health Services Guide, the ADHS/DBHS Financial Reporting Guide for GSA 6, the Client Information System (CIS) File Layouts and Specifications Manual requirements and in accordance with HIPAA for each covered service delivered to a member.
- 17.11.5 Comply with all timeliness, accuracy and omission of data requirements for processing encounters in conformance with the ADHS/DBHS Office of Program Support Operations and Procedures Manual and be subject to financial sanction for non-compliance with encounter or claim submission standards.
- 17.11.6 Develop and implement policies and procedures:
  - 17.11.6.1 To process encounters accurately, timely and complete;
  - 17.11.6.2 For encounters to describe the services provided;
  - 17.11.6.3 To accurately adjudicate encounters in conformance with AHCCCS and ADHS/DBHS requirements; and
  - 17.11.6.4 Comply with all state and federal requirements.
- 17.11.7 Verify that subcontracted providers are not submitting encounters for services that were not delivered (42 CFR 438.455(1)(a)(2)).
- 17.11.8 Monitor encounter submissions on a monthly basis by, at a minimum, comparing encounter production to monthly revenue distributed to providers factoring in encounter lag time.
- 17.11.9 Identify and respond to a provider's over or under production of encounters in a timely manner.
- 17.11.10 Monitor encounter production by service delivery site and have procedures in place to respond to outliers. Unit values shall reasonably align with general market conditions.
- 17.11.11 With each encounter data submission, include a written attestation from the Contractor's Chief Executive Officer (CEO) or Chief Financial Officer (CFO) that based on his or her best knowledge, information and belief, the encounter data is accurate, complete and truthful.

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17.11.12 Collect data in standardized format to the extent feasible and appropriate, verify the accuracy and timeliness of reported data, and screen the data for completeness, logic, and consistency (42 CFR 438.242(b)(2)).

#### **17.12 Encounter Reporting**

The Contractor shall:

17.12.1 Submit reports to ADHS/DBHS for tracking, trending, reporting process improvement and monitoring submissions of encounters and encounter revisions in conformance with the AHCCCS Encounter Manual or as directed by ADHS/DBHS (42 CFR 438.242(b)(3)).

17.12.2 Enhance the accuracy of its encounter reporting by loading periodic (no less than twice monthly) data files containing provider and medical coding information as defined in the AHCCCS Encounter Manual.

17.12.3 Cooperate with ADHS/DBHS in monitoring Contractor's encounters adjudication accuracy against the Contractor's internal criteria.

17.12.4 Develop and maintain a system for monitoring and reporting the completeness of encounters and encounter data received from subcontractors and providers.

17.12.5 Submit the Quarterly Fee for Service Check Register Review report ten (10) business days after the first (1<sup>st</sup>) of the month following the quarter to be reviewed per the ADHS/DBHS Operations and Procedures Manual.

17.12.6 Accept, on a monthly basis, encounter reconciliation files containing the prior eighteen (18) months of approved, voided, plan-denied, pended and AHCCCS-denied encounters received and processed by AHCCCS.

17.12.7 Utilize the encounter reconciliation files to compare the encounter financial data reported with the plan claims data, and to validate the completeness of submitted encounters as compared to processed claims.

#### **17.13 Encounter Corrections**

The Contractor shall:

17.13.1 Monitor and resolve pended encounters, encounters denied by AHCCCS, and encounters voided and voided/replaced in conformance with established encounter performance standards in the AHCCCS Encounter Manual.

17.13.2 Be subject to corrective action or financial sanctions for poor overall encounter performance or if completeness, accuracy and timeliness rates that fall below the established standards (pended encounters that have pended for more than one hundred and twenty (120) days).

17.13.3 Submit replacement or voided encounters for claims subsequently corrected following the initial encounter submission, whether as a result of inaccuracies identified by fraud,

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waste and program abuse audits or investigations conducted by ADHS/DBHS or AHCCCS, in conformance with the AHCCCS Encounter Manual and as follows:

- 17.13.3.1 Void encounters for claims that are recouped in full.
- 17.13.3.2 Submit replacement encounters for a recoupment that results in a reduced claim value or adjustments that result in an increased claim value.
- 17.13.3.3 Submit replacement encounters for those recoupments requiring approval from ADHS/DBHS or AHCCCS within one hundred and twenty (120) days of the approval.

#### **17.14 AHCCCS Encounter Data Validation Study (EDVS)**

The Contractor shall:

- 17.14.1 Cooperate with ADHS/DBHS and AHCCCS to conduct at minimum, an annual encounter data validation study for any and all covered services on Contractor's encounter submissions to compare recorded utilization information from a medical record or other source with the Contractor's submitted encounter data.
- 17.14.2 Be subject to sanctions for failure to meet the criteria used in encounter data validation studies, which may include timeliness, correctness, and omission of encounters as described in Exhibit 7, AHCCCS Data Validation Technical Assistance Document.
- 17.14.3 Comply with any revisions made by ADHS/DBHS or AHCCCS to the study methodology, timelines, and sanction amounts based on agency review or as a result of consultations with CMS. The Contractor will be notified in writing of any significant change in study methodology.
- 17.14.4 Cooperate with ADHS/DBHS or AHCCCS in special reviews of encounter data, such as comparing encounter reports to the Contractor's claims files.
- 17.14.5 Conduct encounter data validation studies of its subcontractors, in conformance with the ADHS/DBHS Operations and Procedures Manual, at least on a quarterly basis to verify that all services provided to members are reported accurately, timely and documented in the member's medical record.
- 17.14.6 Conduct targeted encounter data validation studies of its subcontractors that are not in compliance with ADHS/DBHS or Contractor's encounter submission requirements and document and provide the findings to ADHS/DBHS upon request.
- 17.14.7 Be responsible for all sanctions imposed against ADHS/DBHS by AHCCCS as a result of data validation studies according to the process in Section 19.5.9.
- 17.14.8 Encounter Data Validation Review Schedule: The Contractor agrees to provide the Bureau of Corporate Compliance a complete schedule of their on-site data validation reviews (Corporate Compliance Ride-along Program) five (5) days after the quarter starts. At a minimum, the Contractor must include the date of the review, the name of the provider/agency to be reviewed, the provider's AHCCCS ID number including the provider type, and the address where the review will be performed in accordance with Exhibit 9 of this Contract.

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#### 17.15 Claims Payment System Requirements

The Contractor shall:

- 17.15.1 Develop and maintain a HIPAA compliant claims processing and payment system capable of processing, cost avoiding and paying claims in accordance with this Contract, federal regulations, A.R.S. §§36-2903; 36-2904 and A.A.C.R9-22 that, at a minimum, shall:
  - 17.15.1.1 Adapt to updates in order to support future ADHS/DBHS or AHCCCS claims requirements as needed.
  - 17.15.1.2 Utilize nationally recognized methods to correctly pay claims, including the Medicaid Correct Coding Initiative (NCCI) for Professional, ASC and Outpatient Services; Multiple Procedures/Surgical Reductions; and, Global Day E & M Bundling Standards.
  - 17.15.1.3 Assess and apply data-related edits for Benefit Package Variations; Timeliness Standards; Data Accuracy; Adherence to ADHS/DBHS and AHCCCS Policy; Provider Qualifications; Member Eligibility and Enrollment, and; Over-Utilization Standards.
  - 17.15.1.4 Produce a remittance advice that describes Contractor's payments and denials to providers, including the following:
    - 17.15.1.5 An adequate description the denial and adjustments;
    - 17.15.1.6 The reasons for the denial and adjustments;
    - 17.15.1.7 The amount billed;
    - 17.15.1.8 The amount paid;
    - 17.15.1.9 Application of coordination of benefits and copays; and
    - 17.15.1.10 Provider rights to assert a claim dispute.
- 17.15.2 Send the related remittance advice with the payment, unless the payment is made by electronic funds transfer (EFT), which in that instance, must be mailed, or sent to the provider, no later than the date of the EFT.
- 17.15.3 Submit upon request by a provider, an electronic Health Care Claim Payment/Advice 835 transaction in accordance with HIPAA requirements and comply with the requirements in Section 17.15.1.4. when sending remittance advices along with payment to providers.
- 17.15.4 Comply with HIPAA securing measurements and monitor subcontractor performance and compliance.
- 17.15.5 Require subcontracted providers to obtain a National Provider Identifier (NPI).

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17.15.6 Develop an integrated claims payment system capable of concurrently handling all physical, behavioral health and Medicare related claims.

17.15.7 Payment Modernization Initiative – E-Prescribing:

E-Prescribing is an effective tool to improve members' health outcomes and reduce costs. Benefits afforded by the electronic transmission of prescription-related information include, but are not limited to: reduced medication errors, reductions of drug and allergy interactions and therapeutic duplication, and increased prescription accuracy. AHCCCS and ADHS encourage increased utilization of e-prescribing and, effective October 1, 2014, will require the Contractor to participate in an e-prescribing initiative as delineated by AHCCCS.

Effective October 1, 2013, the Contractor is required to collect, and submit to AHCCCS, prescription origination information on all Pharmacy encounter records, as outlined in the AHCCCS NCPDP Post Adjudicated History Transaction Companion Guide. AHCCCS will begin hard-editing for the appropriate completion of this data element beginning January 1, 2014. Origination information reported prior to October 1, 2014, will be used by AHCCCS and the Contractor to determine provider compliance with e-prescribing standards that will be established by AHCCCS for utilization in the e-prescribing initiative effective October 1, 2014. Implementation of the e-prescribing initiative on October 1, 2014 may include incentive payments and/or the assessment of penalties to provider. The initiative may also include penalties assessed against the Contractor.

#### **17.16 General Claims Processing Requirements**

The Contractor shall:

17.16.1 Process claims in accordance with the Claim Processing Requirements and the Balanced Budget Act of 1997 and 42 CFR 447.45.

17.16.2 Train its staff on HIPAA requirements for electronic Health Care Claim Payment/Advice 835 transaction and require subcontracted providers to provide the same training to staff responsible for claims processing.

17.16.3 Post claims inquiry information to providers on the Contractor's web site.

17.16.4 Unless a shorter time period is specified in contract, not pay a claim initially submitted more than six (6) months after date of service or pay a clean claim submitted more than twelve (12) months after date of service; except as directed by ADHS/DBHS or otherwise noted in this Contract. Claim payment requirements apply to both contracted and non-contracted providers. The receipt date of the claim is the date stamp on the claim or the date electronically received. The receipt date is the day the claim is received at the Contractor's specified claim mailing address. The paid date of the claim is the date on the check or other form of payment (42 CFR 447.45(d)). Claims submission deadlines shall be calculated from the claim end date or the effective date of eligibility posting, whichever is later in conformance with A.R.S. § 36-2904(H).



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- 17.16.5 Adjudicate ninety-five percent (95%) of all clean claims within thirty (30) days of receipt of the clean claim and adjudicate ninety-nine percent (99%) within sixty (60) days of receipt of the clean claim for each form type (Dental/Professional/Institutional) (42 CFR 447.45(d)(2)).
- 17.16.6 Reimburse both in-state and out-of-state non-contracted emergency services providers at no more than the AHCCCS Fee-For-Service rate in conformance with the Deficit Reduction Act of 2005, Section 6085.
- 17.16.7 In the absence of a written negotiated rate, reimburse non-contracted non-emergency in state providers at the AHCCCS fee schedule and methodology, or pursuant to A.R.S. §36-2905.01, at ninety-five percent (95%) of the AHCCCS FFS rates for urban hospital days in conformance with A.R.S. §§36-2903 and 36-2904. All payments are subject to other limitations that apply, such as provider registration, prior authorization, medical necessity, and covered service.
- 17.16.8 Pay interest on late payments for all non-hospital clean claims, in the absence of a contract specifying other late payment terms. Late claims payments are those that are paid after forty-five (45) days of receipt of the clean claim. In grievance situations, interest shall be paid back to the date interest would have started to accrue beyond the applicable forty-five (45) day requirement at the rate of ten percent (10%) per annum, unless a different rate is specified in contract. In the absence of interest payment terms in a subcontract, interest shall accrue starting on the first day after a clean claim is contracted to be paid.
- 17.16.9 Pay a slow payment penalty for hospital clean claims and a quick pay discount shall be taken in conformance with A.R.S. § 36-2903.01.
- 17.16.10 Report interest paid in conformance with the AHCCCS Encounter Manual.
- 17.16.11 Minimize the likelihood of recouping funds from paid claims.
- 17.16.12 Obtain ADHS/DBHS' prior approval for any individual recoupment in excess of fifty thousand dollars (\$50,000) per provider within a contract year.
- 17.16.13 Notify ADHS/DBHS of any cumulative recoupment greater than fifty thousand dollars (\$50,000) per provider Tax Identification Number per contract year.
- 17.16.14 Not recoup funds from a provider later than twelve (12) months after the date of original payment on a clean claim without prior approval of ADHS/DBHS in conformance with the ADHS/DBHS Office of Program Support Operations and Procedures Manual and the AHCCCS Contractor Operations Manual Claims Reprocessing Policy.
- 17.16.15 Reimburse providers for recouped funds if the provider was subsequently denied payment by the primary insurer based on timely filing limits or lack of prior authorization and the member failed to initially disclose additional insurance coverage other than Medicaid, provided that the provider made an initial timely claim to the Contractor.
- 17.16.16 Require a provider to have ninety (90) days from the date the provider becomes aware that payment will not be made to submit a new claim and documentation from the primary insurer that payment will not be made. Documentation includes but is not

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limited to any of the following items establishing that the primary insurer has or would deny payment based on timely filing limits or lack of prior authorization: an EOB; policy or procedure; or the Contractor's Provider Manual excerpt.

17.16.17 Process the provider's claim consistent with the final agency decision, applicable statutes, rules, policies, and Contract terms when a final agency decision is made to deny, limit, or delay authorization of services, and the member received the disputed services while an appeal was pending.

17.16.18 Require the provider to have ninety (90) days from the date of the final agency decision to submit a clean claim for payment and not deny claims as untimely if submitted within the ninety (90) day timeframe.

17.16.19 Not deny claims submitted as a result of a final agency decision because the member failed to request continuation of services during the appeals/hearing process.

#### **17.17 Claims System Reporting**

The Contractor shall:

17.17.1 Submit to ADHS/DBHS a monthly Claims Dashboard in conformance with the AHCCCS Claims Dashboard Reporting Guide, which includes the Cost Avoidance/ Savings/ Recoveries Report, as specified in the ADHS/DBHS Office of Program Support Operations and Procedures Manual, the AHCCCS Program Integrity Reporting Guide, and the Number of Claims and Amounts Paid Report.

17.17.2 When directed by ADHS/DBHS, review claim requirements, including billing rules and documentation requirements, and submit a report to ADHS/DBHS in an ADHS/DBHS approved format that includes the rationale for the requirements.

#### **17.18 Claims Audits**

The Contractor shall:

17.18.1 Develop and implement an internal claims audit function that will include the following at a minimum:

Verify that provider contracts are loaded correctly; and

Verify accuracy of payments against provider contract terms.

17.18.2 Perform audits of provider contract terms on a regular and periodic basis using a random, statistically significant (90/10) sample of all contracts in effect at the time of the audit.

17.18.3 Document the audit sampling methodology in policy and review the contract loading of all providers at least once in every five (5) year period in addition to any time a provider contract change is initiated during that timeframe.

17.18.4 Document the findings of audits and initiate corrective action for deficiencies.

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17.18.5 In the event of a system change or update, or when directed by ADHS/DBHS, participate and cooperate with an independent audit of its Claims Payment/Management Information System.

17.18.6 Cooperate with ADHS/DBHS in developing the scope of an audit in Section 17.18.5 to include areas such as a verification of eligibility and enrollment information loading, contract information management (contract loading and auditing), claims processing and encounter submission processes.

17.18.7 Submit the audit findings to ADHS/DBHS.

#### **17.19 Demographic Data Submission**

The Contractor shall:

17.19.1 Submit behavioral health member demographic data to ADHS/DBHS in the CCD format as specified in the CIS File Layout and Specifications Manual and according to the submission timelines in the ADHS/DBHS Policy on *Enrollment, Disenrollment and Other Data Submission*, the DBHS Demographic and Outcome Data Set User Guide and the ADHS/DBHS Office of Program Support Operations and Procedures Manual.

17.19.2 Include a written attestation with each demographic data submission in conformance with Section 17.2.6.

#### **17.20 Grievance, Appeals, and Claims Dispute Data Submissions**

The Contractor shall:

17.20.1 Submit grievance, appeal, request for hearing information and provider claim dispute information into the ADHS/DBHS Office of Grievances and Appeals database in accordance with Office of Grievances and Appeals Database Manual.

17.20.2 Submit initial and updated entries in the ADHS/DBHS Office of Grievances and Appeals database within three (3) business days of an event requiring entry.

#### **17.21 Other Electronic Data Requests**

The Contractor shall:

17.21.1 Respond to any ad hoc electronic data submission, processing or review requests from ADHS/DBHS.

#### **17.22 Security Rule Compliance Checklist**

The Security Rule Compliance Checklist identifies security rule requirements for administrative, physical, and technical safeguards. The Compliance Checklist must be signed and dated by the Chief Executive Officer or their designee verifying the information and must be submitted with the annual report.

ADHS/DBHS shall:

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17.22.1 When possible, provide at least a thirty (30) day notification for any ad hoc electronic data requests.

**18 ADMINISTRATIVE REQUIREMENTS**

**18.1 General Requirements**

The Contractor shall:

- 18.1.1 Review all policies and procedures at least bi-annually and revise when necessary to reflect current practices. Reviewed policies shall be dated and signed by the Contractor's appropriate manager, coordinator, director or administrator. Minutes reflecting the review and approval of the policies by an appropriate committee are also acceptable documentation.
- 18.1.2 Obtain Medical Director approval for all medical and quality management policies.
- 18.1.3 Obtain ADHS/DBHS approval for all policies including requirements, manuals or standards that affect Title XIX and/or Title XXI members prior to implementation (42 CFR 431.10).
- 18.1.4 Collaborate with ADHS/DBHS to change a policy or procedure within a time period specified by ADHS/DBHS if ADHS/DBHS determines that a policy, procedure or process is inefficient, noncompliant, or places unnecessary burden on members or providers.
- 18.1.5 Provide ADHS/DBHS with thirty (30) days advance written notice of changes to Contractor policies and procedures and comply with the notice requirements Section 18.20.
- 18.1.6 Be subject to corrective action, sanctions or hiring of additional staff if Contractor is noncompliant with the requirements of this Contract.
- 18.1.7 Allocate sufficient resources to comply with all Contract requirements.
- 18.1.8 Give precedence to the requirements in this Contract in the event of any discrepancy between Documents Incorporated by Reference, Section 18.2, and the requirements in this Contract.

**18.2 Documents Incorporated by Reference**

Documents incorporated by reference, and any subsequent amendments, modifications, and supplements adopted by or affecting ADHS/DBHS or AHCCCS are incorporated herein by reference and made a part of this Contract by reference.

The Contractor shall:

- 18.2.1 Comply with the requirements in all Documents Incorporated by Reference, Exhibit 7.
- 18.2.2 Receive notice from ADHS/DBHS when a change is made to a document incorporated by reference.

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- 18.2.3 Not be required to execute a written Contract amendment for changes to a document incorporated by reference.
- 18.2.4 Have thirty (30) days from the date of notification to communicate to ADHS/DBHS any disagreement with the change. Contractor's notification does not preclude the requirement for Contractor to comply with the change.

#### **18.3 Organizational Structure**

The Contractor shall:

- 18.3.1 Operate as a single entity responsible for providing medically necessary covered services for members.
- 18.3.2 Provide all major administrative functions of a managed care health plan including but not limited to:
  - 18.3.2.1 Network Management/Provider Relations;
  - 18.3.2.2 Member Services;
  - 18.3.2.3 Quality Management;
  - 18.3.2.4 Medical Management;
  - 18.3.2.5 Finance;
  - 18.3.2.6 Claims/Encounters;
  - 18.3.2.7 Information Services; and
  - 18.3.2.8 Grievance System.
- 18.3.3 Not delegate or subcontract key functions of health plan operations that are critical to the integration of behavioral and physical health care for members as set forth in Section 20.3.2, Management Services Subcontracts unless one entity under subcontract provides all of the delegated functions in Section 20.3.2 for both the Medicaid, which includes physical and behavioral health, and Medicare lines of business.
- 18.3.4 Have organizational, management, staffing and administrative systems capable of meeting all Contract requirements with clearly defined lines of responsibility, authority, communication and coordination within, between and among Contractor's departments, units or functional areas of operation.
- 18.3.5 Develop and maintain written policies, procedures and job descriptions in a consistent format and style for each of the Contractor's functional areas including policies and procedures that instruct staff to comply with all federal and state requirements, including federal and state laws that govern member rights (42 CFR 438.100(a)(1)).
- 18.3.6 Maintain written guidelines for developing, reviewing and approving all policies, procedures and job descriptions for each of the Contractor's functional areas including

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guidelines for a bi-annual review of all job descriptions to align job duties actually performed by the staff with written requirements.

- 18.3.7 Require all staff, whether employed or under contract, to have the training, education, experience, orientation, and credentialing, as applicable, to perform assigned job duties.
- 18.3.8 For Key Personnel, Section 18.5 and Organizational Staff, Section 18.6, notify ADHS/DBHS:
  - 18.3.8.1 Prior to the removal or replacement of staff;
  - 18.3.8.2 Within one (1) business day of staff termination with Contractor; and
  - 18.3.8.3 If staff is absent and unable to perform full-time responsibilities for a continuous period exceeding thirty (30) days.
  - 18.3.8.4 The notification above must include the following:
    - 18.3.8.5 The position title, and name of the person in the position;
    - 18.3.8.6 The effective date of the vacancy or absence; and
    - 18.3.8.7 The name, contact information and qualifications of the interim staff responsible for meeting the contractual responsibilities of the position.
  - 18.3.8.8 Upon ADHS/DBHS request, submit a written plan for replacing staff; and
  - 18.3.8.9 Submit the name and resume of the permanent staff to ADHS/DBHS when hired.
- 18.3.9 Immediately inform ADHS/DBHS verbally, and provide written notice to ADHS/DBHS within seven (7) days, after the date of a resignation or termination of any of the Liaison or Coordinator positions in Section 18.7 and provide the name and contact information of the interim person that will be performing the staff member's duties.
- 18.3.10 Obtain approval from ADHS/DBHS prior to moving any managed care functions outside of GSA 6 or the State of Arizona.
- 18.3.11 Submit the request for approval in Section 18.3.10 to ADHS/DBHS at least sixty (60) days prior to the proposed change and include a description of the processes in place that assure Contract compliance.
- 18.3.12 Maintain a significant and sufficient local presence within GSA 6 and a positive public image in Arizona.
- 18.3.13 Participate in face-to-face meetings with ADHS/DBHS at least quarterly for purposes of assessing Contractor compliance and provide appropriate staff for attendance and participation in meetings and events scheduled by ADHS/DBHS. Contractor's attendance at all meetings and events scheduled by ADHS/DBHS is mandatory unless otherwise indicated.

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- 18.3.14 Maintain current organization charts that depict Contractor's organizational structure including the identification of each key personnel and organizational staff position described in Sections 18.5 and 18.6 and provide an updated organizational charts to ADHS/DBHS at the beginning of each Contract year.
- 18.3.15 Provide ADHS/DBHS, no later than fifteen (15) days after Contract Performance Start Date and annually thereafter, the name, Social Security Number and date of birth of the Key Personnel in Section 18.5 for purposes of confirming that those individuals have not been banned or debarred from participating in federal programs (42 CFR 455.104).
- 18.3.16 Have local staff available and on-call twenty-four (24) hours per day, seven (7) days per week to work with ADHS/DBHS or AHCCCS to address urgent issue resolutions, such as in the case of an immediate jeopardy, fires or other public emergency situations.
- 18.3.17 Provide the available on-call staff with access to necessary information to identify:
- 18.3.17.1 Members who may be at risk;
  - 18.3.17.2 Current health status;
  - 18.3.17.3 Ability to initiate new placements or services;
  - 18.3.17.4 Ability to perform status checks at affected facilities; and
  - 18.3.17.5 Potentially engage in ongoing monitoring, if necessary.
- 18.3.18 Provide ADHS/DBHS with the contact information for available on call staff including a telephone number or other means of contact.
- 18.3.19 Not employ or contract with any individual, entity or affiliate that has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, or from participating in non-procurement activities under regulations issued under Executive Order No. 12549 or under guidelines implementing Executive Order No. 12549 (42 CFR 438 610(a) and (b); 42 CFR 1001.1901(b); 42 CFR 1003.102(a)(2)).

#### **18.4 Peer Involvement and Participation**

The Contractor shall:

- 18.4.1 Require subcontractors and providers to include, to the extent possible, the participation of at least one (1) peer or family member during the interview process when hiring for all direct service staff positions and Child members.
- 18.4.2 Develop a process for members to have regular and ongoing input to assist in decision making, development, and enhancement of customer service at each provider site where case management services are delivered.
- 18.4.3 Develop a written description of the process for members to have regular and ongoing input, its make-up, and its purpose, and submit the written description to ADHS/DBHS for review and approval.
- 18.4.4 Include in the description required in Section 18.4.3:

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18.4.4.1 A requirement that the members attend regular meetings with clinical leadership; and

18.4.4.2 Be authorized to make recommendations.

#### **18.5 Key Personnel**

The Contractor shall have the following Key Personnel to work full-time in a location within or near GSA 6 which are dedicated to meeting the requirements of this Contract:

##### 18.5.1 Chief Executive Officer (CEO):

18.5.1.1 Resides in Arizona;

18.5.1.2 Has experience in the managed health care industry; and

18.5.1.3 Is responsible for complying with Contract requirements, managing all aspects of Contractor's operations and assures compliance with federal and state laws.

##### 18.5.2 Chief Financial Officer (CFO):

18.5.2.1 Resides in Arizona;

18.5.2.2 Is an Arizona-licensed certified public accountant or holds a post graduate degree in business or finance, or has equivalent experience; and

18.5.2.3 Is responsible to implement, oversee and manage the budget, accounting systems, and all of Contractor's financial operations.

##### 18.5.3 Chief Medical Officer (CMO):

18.5.3.1 Resides in Arizona;

18.5.3.2 Is an Arizona-licensed physician, board-certified in psychiatry;

18.5.3.3 Attends monthly ADHS/DBHS' Medical Director meetings;

18.5.3.4 Develops, implements, interprets and approves clinical-medical policies and procedures;

18.5.3.5 Oversees medical professional recruitment;

18.5.3.6 Reviews and make recommendations regarding physician and other prescribing clinician credentialing and reappointment applications;

18.5.3.7 Oversees Provider profile design and interpretation;

18.5.3.8 Is responsible for and oversees the administration of all clinical-medical programs including:

18.5.3.9 Medical Management and Quality Management activities;



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- 18.5.3.10 Continuous assessment and improvement of the quality of care provided to members;
  - 18.5.3.11 Develops and implements the QM/MM plan;
  - 18.5.3.12 Serves as the chairperson of the QM, MM, and Peer Review Committees with oversight of other medical/clinical committees; and
  - 18.5.3.13 Oversees Provider education, in-service training and orientation.
- 18.5.4 Deputy Medical Officer (DMO):
- 18.5.4.1 Resides in Arizona;
  - 18.5.4.2 Is an Arizona licensed physician, board certified in a medical specialty;
  - 18.5.4.3 Is responsible for non-psychiatric, clinical medical programs;
  - 18.5.4.4 Attends AHCCCS' Medical Director meetings as scheduled; and
  - 18.5.4.5 Reports to the CMO and performs duties as directed by the CMO.
- 18.5.5 Corporate Compliance Officer:
- 18.5.5.1 Resides in Arizona;
  - 18.5.5.2 Reports directly to Contractor's CEO;
  - 18.5.5.3 Is located on-site and is available to all staff, with designated and recognized authority to access provider records and make independent referrals to the AHCCCS Office of Inspector General or other duly authorized enforcement agencies;
  - 18.5.5.4 Is responsible for oversight, administration and implementation of the Contractor's Corporate Compliance Program;
  - 18.5.5.5 Chairs Contractor's Corporate Compliance Committee; and
  - 18.5.5.6 Shall not act as the CEO, CFO, contract compliance manager, in-house legal counsel, QM/UM manager, data validation manager, and Grievance System manager or have any other title, duties or responsibilities that would be a potential or actual conflict of interest.
- 18.5.6 Dental Director/Coordinator:
- 18.5.6.1 Resides in Arizona;
  - 18.5.6.2 Licensed dentist in Arizona if the position is required to review or deny dental services; and
  - 18.5.6.3 Is responsible for coordinating dental activities of the Contractor and providing required communication between the Contractor and ADHS and/or AHCCCS.

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### 18.6 Organizational Staff

The Contractor shall have the following Organizational Staff, one person, per position, full-time, residing in or near GSA 6 which are dedicated to meeting the requirements of this Contract:

#### 18.6.1 Integrated Health Care Development Officer:

18.6.1.1 Is an individual with experience in behavioral and physical health care systems including familiarity with Medicaid and Medicare systems; and

18.6.1.2 Is responsible for coordinating and overseeing activities of Contractor's Integrated Health Care Office including the Integrated Health Care Plan.

#### 18.6.2 Chief Clinical Officer:

18.6.2.1 Is an Arizona-licensed clinical practitioner;

18.6.2.2 Is responsible for clinical program development and oversight of service delivery; and

18.6.2.3 Acts as the single point of contact for coordination of care with system stakeholders including ADES/DDD, ADES/DCYF, and other state agencies when necessary.

#### 18.6.3 Children's Medical Administrator:

18.6.3.1 Is an Arizona-licensed physician, board-certified in child/adolescent psychiatry, or board certified in general psychiatry; and

18.6.3.2 Is responsible for clinical-medical programs for children and adolescents and QM and UM/MM programs for children and adolescents.

#### 18.6.4 Children's System Administrator:

18.6.4.1 Is an Arizona-licensed clinical practitioner;

18.6.4.2 Collaborates with child welfare, juvenile corrections, juvenile detention systems, and other child-serving agencies; and

18.6.4.3 Is responsible to oversee the children's service delivery system consistent with Exhibit 5, Arizona Vision-Twelve Principles for Children Service Delivery.

#### 18.6.5 Cultural Sensitivity Administrator:

18.6.5.1 Is responsible for implementing Contractor's Cultural Competency Program, the Cultural Competency Plan; and

18.6.5.2 Oversight of all provisions in Section 12, Cultural Competency.

#### 18.6.6 Training and Workforce Development Administrator:

18.6.6.1 Is responsible for developing and implementing training programs;

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- 18.6.6.2 Workforce recruitment; and
- 18.6.6.3 Oversight of training requirements.
- 18.6.7 Pharmacy Administrator:
  - 18.6.7.1 Is an Arizona licensed pharmacist;
  - 18.6.7.2 Is responsible to manage and oversee programs for prescription drug and pharmacy services;
  - 18.6.7.3 Provides education, awareness and management of potential side effects of medications and drug interactions; and
  - 18.6.7.4 Monitors the effectiveness of medication services.
- 18.6.8 Quality Management Administrator:
  - 18.6.8.1 Is an Arizona-licensed registered nurse, physician or physician's assistant or a Certified Professional in Healthcare Quality (CPHQ);
  - 18.6.8.2 Develops, implements, manages and oversees Contractor's QM plan in collaboration with the CMO and the Performance Quality Improvement Coordinator; and
  - 18.6.8.3 Is responsible for the following primary functions:
    - 18.6.8.4 Ensures individual and systemic quality of care;
    - 18.6.8.5 Integrates quality throughout the organization;
    - 18.6.8.6 Implements process improvement;
    - 18.6.8.7 Investigates, evaluates resolves, tracks and trends quality of care concerns; and
    - 18.6.8.8 Ensures a credentialed provider network.
- 18.6.9 Performance Quality Improvement Coordinator:
  - 18.6.9.1 Is a Certified Professional in Healthcare Quality (CPHQ) or has comparable education and experience in data and outcomes measurement;
  - 18.6.9.2 Is responsible for improving clinical quality performance measures;
  - 18.6.9.3 Develops and implements performance improvement projects;
  - 18.6.9.4 Utilizes data to develop intervention strategies to improve outcomes; and
  - 18.6.9.5 Reports quality improvement/performance outcomes.
- 18.6.10 Medical Management Administrator:

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- 18.6.10.1 Is an Arizona-licensed registered nurse, physician or physician's assistant if required to make medical necessity determinations, or has a Master's degree in health services, health care administration, or business administration if not required to make medical necessity determinations;
- 18.6.10.2 Is responsible for the following primary functions:
- 18.6.10.3 Consistently applies appropriate inpatient and outpatient medical necessity criteria;
- 18.6.10.4 Conducts appropriate concurrent review and discharge planning of inpatient stays;
- 18.6.10.5 Develops, implements and monitors care coordination and care management functions;
- 18.6.10.6 Monitors, analyzes and implements appropriate interventions based on utilization data, including identifying and correcting over or under utilization of services;
- 18.6.10.7 Oversees Arizona licensed nurses, physicians or physician's assistants to coordinate prior authorization, certification and recertification of need functions twenty-four (24) hours per day, seven (7) days per week; and
- 18.6.10.8 Performs and coordinates concurrent review and retrospective review, including PASRR requirements.
- 18.6.11 Customer Services Administrator:
  - 18.6.11.1 Manages and oversees systems for entry point access to the health care delivery system; and
  - 18.6.11.2 Is responsible for the following primary functions:
  - 18.6.11.3 Triage of all inquiries including information inquiries, service requests, crisis phone calls, complaints, grievances, appeals and quality of care issues; and
  - 18.6.11.4 Compliance with standards for resolution, telephone abandonment rates and telephone hold times.
- 18.6.12 Network Development Administrator:
  - 18.6.12.1 Manages and oversees network development, network sufficiency and network reporting functions;
  - 18.6.12.2 Is responsible for network provider adequacy and appointment access;
  - 18.6.12.3 Develops network resources in response to unmet needs;
  - 18.6.12.4 Assures member choice of providers;
  - 18.6.12.5 Oversees timely inter-provider referrals and associated appointment access;

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- 18.6.12.6 Resolves provider complaints;
- 18.6.12.7 Resolves disputes between providers;
- 18.6.12.8 Coordinates provider site visits;
- 18.6.12.9 Reviews provider profiles;
- 18.6.12.10 Implements and monitors corrective action plans as needed; and
- 18.6.12.11 Submits provider service delivery reports.

#### 18.6.13 Housing Administrator:

- 18.6.13.1 Acts as the interagency liaison with ADOH; and
- 18.6.13.2 Manages and oversees housing programs, including grants, special housing planning initiatives, and development and expansion of housing availability for members.

#### 18.6.14 Employment/Vocational Administrator:

- 18.6.14.1 Acts as the interagency liaison with ADES/RSA; and
- 18.6.14.2 Manages and oversees vocational rehabilitation and employment support programs; vocational, employment; and business development services.

#### 18.6.15 Information Systems Administrator:

- 18.6.15.1 Manages, oversees and is responsible for developing, maintaining and operating all components of Contractor's Management Information Systems, related systems and data interfaces.

#### 18.6.16 Claims/Encounters Administrator:

- 18.6.16.1 Manages, oversees and is responsible for all components and processes related to submitting timely and accurate claims and encounters; and assists with the prompt resolution of provider complaints and inquiries;
- 18.6.16.2 Facilitates the exchange of information between grievance, claims processing, and provider relations systems and providers;
- 18.6.16.3 Is responsible for the following primary functions:
- 18.6.16.4 Educates staff and providers on claims submission requirements, coding updates, electronic claims transactions and electronic fund transfer; and available Contractor resources such as provider manuals, web site and fee schedules;
- 18.6.16.5 Interfaces with the Contractor's call center to compile, analyze, and disseminate information from provider calls; and

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18.6.16.6 Identifies trends and guides the development and implementation of strategies to improve provider satisfaction.

18.6.17 Grievance System Administrator:

18.6.17.1 Is a licensed attorney or has a juris doctor degree from an accredited institution;

18.6.17.2 Manages, oversees, implements and administers all grievance system processes and requirements for members, subcontractors and providers; and

18.6.17.3 Is prohibited from acting as or under the supervision of Contractor's in-house legal counsel, retained legal counsel, corporate counsel or risk management attorney.

18.6.18 Contract Compliance Administrator:

18.6.18.1 Manages and oversees overall compliance with Contract requirements;

18.6.18.2 Monitors the submission of Contract deliverables to ADHS/DBHS;

18.6.18.3 Coordinates responses to ADHS/DBHS inquiries; and

18.6.18.4 Coordinates the execution of Contract requirements and related compliance actions, including ADHS/DBHS Administrative Reviews, audits, corrective actions and ad hoc visits.

18.6.19 Individual and Family Affairs Administrator:

18.6.19.1 Builds partnerships with individuals, families, youth, and key stakeholders to promote recovery, resiliency and wellness;

18.6.19.2 Establishes structure and mechanisms to increase the member and family voice in areas of leadership, service delivery and Contractor decision-making committees and boards;

18.6.19.3 Advocates for service environments that are supportive, welcoming and recovery oriented by implementing Trauma Informed Care service delivery approaches and other initiatives;

18.6.19.4 Communicates and collaborates with members and families to identify concerns and remove barriers that affect service delivery or member satisfaction;

18.6.19.5 Promotes the development and use of member and family support programs; and

18.6.19.6 Collaborates with ADHS/DBHS' Office of Individual and Family Affairs.

18.6.20 Communications/Public Relations Administrator:

18.6.20.1 Responds to media inquiries and is responsible for public relations, social marketing and outreach activities;

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- 18.6.20.2 Obtains approvals for communications materials;
- 18.6.20.3 Coordinates and oversees the distribution of information including the member handbook, provider handbook, brochures, newsletters and information on Contractor's web site; and
- 18.6.20.4 Collaborates with ADHS/DBHS Communications Director and attends regular status updates and planning meetings as directed by ADHS/DBHS.

#### 18.6.21 Tribal Coordinator:

- 18.6.21.1 Acts as the liaison with tribal nations;
- 18.6.21.2 Is responsible to address issues related to tribal structure and organization;
- 18.6.21.3 Promotes services and programs to improve the health of American Indian members including coordination of care; and
- 18.6.21.4 Acts as the single point of contact regarding delivery of health services or any other issues concerning American Indians.

#### 18.6.22 Prevention Administrator:

- 18.6.22.1 Acts as the primary liaison to ADHS/DBHS Prevention Services; and
- 18.6.22.2 Manages, oversees, implements and administrates Contractor's prevention services programs.

#### 18.6.23 Maternal Health/EPSTD Coordinator:

- 18.6.23.1 Is an Arizona licensed nurse, physician or physician's assistant or has a Master's degree in health services, public health, health care administration or other related field, or a CPHQ or CHCQM and is responsible for the following primary functions:
  - 18.6.23.2 Assures receipt of EPSTD services for SMI members age eighteen (18) through twenty (20);
  - 18.6.23.3 Assures receipt of maternal and postpartum care;
  - 18.6.23.4 Promotes family planning services;
  - 18.6.23.5 Promotes individual preventive health strategies;
  - 18.6.23.6 Identifies and coordinates assistance for identified member needs; and
  - 18.6.23.7 Collaborates with community and system stakeholders.

### **18.7 Liaisons and Coordinators**

The Contractor shall have a designated staff person to perform the duties and responsibilities of each liaison and coordinator position as follows:

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##### 18.7.1 Oral Health Liaison:

18.7.1.1 Is responsible for the oversight of dental service delivery for SMI members age eighteen (18) through twenty (20);

18.7.1.2 Is responsible for identification of available oral health community resources to members that do not have dental services coverage;

18.7.1.3 Is responsible to collaborate with providers and other community resources to improve access to oral health care services for members that do not have dental services coverage; and

18.7.1.4 May be staff or subcontractor.

##### 18.7.2 AHCCCS Eligibility Liaison:

18.7.2.1 Oversees AHCCCS' eligibility screening and referral requirements.

##### 18.7.3 Arizona State Hospital Liaison:

18.7.3.1 Is the single point of contact with the Arizona State Hospital and ADHS/DBHS to coordinate admissions, ongoing care, and discharges for members in the Arizona State Hospital.

##### 18.7.4 Human Rights Committee Liaison:

18.7.4.1 Is the single point of contact with the regional Human Rights Committee (HRC) and the ADHS/DBHS Human Rights Committee Coordinator; and

18.7.4.2 Is responsible to provide information to the HRC and attend HRC meetings.

##### 18.7.5 Physical Health Plan and Provider Coordinator:

18.7.5.1 Is the single point of contact regarding coordination of care with AHCCCS Health Plans and PCPs specifically to facilitate the sharing of clinical information for members not eligible to receive physical health care services.

##### 18.7.6 Member Transition Coordinator:

18.7.6.1 Manages, oversees and coordinates inter-RBHA transfers, transfers from health plans, transfers to ALTCS contractors and transfers to other agencies or systems;

18.7.6.2 Locates the member's affiliated clinical provider in the Contractor's system;

18.7.6.3 Gathers, reviews and communicates clinical information requested by PCPs, Acute Care Plan Behavioral Health Coordinators, other treating professionals, and other involved stakeholders including providers under contract with ADES/CPS and ADES/DDD;

18.7.6.4 Responds to and resolves administrative and programmatic issues identified or communicated by PCPs, Acute Care Plan Behavioral Health Coordinators, other treating professionals, and other involved stakeholders;



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- 18.7.6.5 Problem solves case management and medical management issues;
- 18.7.6.6 Identifies and addresses clinical issues requiring immediate attention; and
- 18.7.6.7 Collaborates and coordinate with the Acute Care Health Plans regarding member specific issues or needs.
- 18.7.7 Emergency Response/Business Continuity and Recovery Liaison:
  - 18.7.7.1 Is the single point of contact to coordinate health response needs, recovery, and business functions in the event of a disaster, power outage or other event that causes a significant disruption in service delivery or business operations.
- 18.7.8 Court Liaison:
  - 18.7.8.1 Is the single point of contact to communicate with the court and justice systems, including interaction with Mental Health Courts, Drug Courts, and other jail diversion programs; and
  - 18.7.8.2 Is the interagency liaison with ADJC, ADOC, and AOC.

#### **18.8 Training of Contractor Personnel, Subcontractors and Providers**

The Contractor shall:

- 18.8.1 Have a sufficient number of qualified trainers who are subject matter experts in the training topic to effectively facilitate training sessions.
- 18.8.2 Allocate financial resources to provide initial and ongoing training to all personnel, service providers, members.
- 18.8.3 Provide training, coaching, modeling, technical assistance and observation to meet the minimum training requirements in Exhibit 7.
- 18.8.4 Obtain input from and include members and family members in the development of training curricula and delivery of training.
- 18.8.5 Provide initial and ongoing training for staff, providers and system stakeholders to become knowledgeable and skilled with understanding, implementing and operating in an integrated health care service delivery system.
- 18.8.6 Include a cultural competency component in each training topic.
- 18.8.7 Collaborate with ADHS/DBHS to coordinate and deliver training initiated by ADHS/DBHS in response to identified needs.
- 18.8.8 Provide required orientation and training for all subcontracted providers entering the field of health including subcontracted providers new to the Contractor's network.

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- 18.8.9 Develop and maintain systematic processes that rely on case file reviews, complaint data, utilization data and grievance and appeal data to identify providers who require training or technical assistance above the required minimum.
- 18.8.10 Provide training to child serving state agencies on Exhibit 5, Arizona Vision-Twelve Principles for Children Service Delivery and for coaching state agency personnel in working with children and families who have behavioral health needs.
- 18.8.11 Provide education and training for providers for step therapy and other services as necessary.
- 18.8.12 Train prior authorization and member service personnel in the geography of GSA 6 and to utilize mapping search engines such as MapQuest, Yahoo Maps or Google Maps for the purpose of authorizing services, recommending providers, and transporting members to, the most geographically appropriate location.
- 18.8.13 Demonstrate evidence of staff orientation and all trainings to personnel, service providers and members, which may include the number of participants, participant list, training calendars and sign in sheets.
- 18.8.14 Develop and implement an annual training plan that addresses all training requirements including involvement of members and family members in the development and delivery of trainings.
- 18.8.15 Require its training staff attend the ADHS/DBHS Quarterly Training Coordinators Meeting.

#### **18.9 Training Reporting Requirements**

The Contractor shall submit deliverables related to Training in accordance with Exhibit 9.

#### **18.10 Medical Records**

The Contractor shall:

- 18.10.1 Retain consent and authorization for medical records as prescribed in A.R.S. § 12-2297 and in conformance with the ADHS/DBHS Policy on *Behavioral Health Medical Record Standards*.
- 18.10.2 Not be responsible as the owner of a member's medical record, which is the property of the provider who generates the record.
- 18.10.3 Provide each member who requests one copy of his or her medical record free of charge annually and review the member's request to amend or correct the medical record, as specified in 45 CFR part 164 and applicable state law.
- 18.10.4 Require subcontracted service providers to create a medical record when information is received about a member. If the PCP has not yet seen the member, such information may be kept temporarily in an appropriately labeled file, in lieu of establishing a medical record, but must be associated with the member's medical record as soon as one is established.

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- 18.10.5 Create written policies and procedures for the maintenance of medical records, which are documented accurately, timely, are readily accessible and permit prompt and systematic retrieval of information while maintaining confidentiality.
- 18.10.6 Create written standards for documentation on the medical record for legibility, accuracy and plan of care, which comply with the AHCCCS Medical Policy Manual and ADHS/DBHS Policy on *Behavioral Health Medical Record Standards*.
- 18.10.7 Create written plans for providing training and evaluating providers' compliance with the Contractor's medical records' standards.
- 18.10.8 Require subcontracted service providers to maintain legible, signed and dated medical records as follows:
- 18.10.8.1 Are written in a detailed and comprehensive manner;
  - 18.10.8.2 Conform to good professional practice;
  - 18.10.8.3 Permit effective professional review and audit processes; and
  - 18.10.8.4 Facilitate an adequate system for follow-up treatment.
- 18.10.9 When a member changes his or her PCP, forward the member's medical record or copies of it to the new PCP within ten (10) business days from receipt of the request for transfer of the medical record.
- 18.10.10 Provide ADHS/DBHS access to all members' medical records whether electronic or paper within the time specified by ADHS/DBHS.
- 18.10.11 Comply with federal and state confidentiality statutes, rules and regulations to protect medical records and any other personal health information that may identify a particular member or subset of members.
- 18.10.12 Establish and implement policies and procedures consistent with the confidentiality requirements in 42 CFR 431.300 *et. seq.* 42 CFR 438.224; 45 CFR parts 160 and 164; 42 CFR part 2 and A.R.S. § 36-509, for medical records and any other health and member information that identifies a particular member.
- 18.10.13 Provide initial and ongoing training to staff and providers to comply with confidentiality requirements and Contractor's medical records standards.
- 18.10.14 Have the discretion to obtain a copy of a member's medical records without written approval of the member, if the reason for such request is directly related to the administration of service delivery.
- 18.10.15 Have the discretion to release information related to fraud, waste and program abuse so long as protected HIV-related information is not disclosed (A.R.S. §36-664).

#### **18.11 Consent and Authorization**

The Contractor shall:

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18.11.1 Obtain consent and authorization to disclose protected health information in accordance with 42 CFR 431, 42 CFR part 2, 45 CFR parts 160 and 164, and A.R.S. § 36-509. Unless otherwise prescribed in federal regulations or statute, it is not necessary to obtain a signed release in order to share behavioral health related information with the member's parent/legal guardian, primary care provider (PCP), the member's Health Plan Behavioral Health Coordinator acting on behalf of the PCP or authorized state social service agencies.

18.11.2 Retain consent and authorization medical records as prescribed in A.R.S. § 12-2297 and in conformance with the ADHS/DBHS Policy on *Behavioral Health Medical Record Standards*.

#### **18.12 Advance Directives**

The Contractor shall:

18.12.1 Comply with the ADHS/DBHS Policy on *Advance Directives*.

#### **18.13 Business Continuity/Recovery Plan and Emergency Response**

The Contractor shall:

18.13.1 Develop, maintain and annually test; Business Continuity/Recovery Plan and Emergency Response to manage unexpected events that may negatively and significantly impact its ability to deliver services to members.

18.13.2 Specify in the plan, at a minimum, strategies to address:

18.13.2.1 Health facility closure or loss of subcontractor or other major network providers;

18.13.2.2 Loss of power or telephonic failure at the Contractor's main place of business or the crisis telephone line or loss of internet connection for providers that deliver crisis services;

18.13.2.3 Complete loss of use of the Contractor's main site;

18.13.2.4 Loss of primary electronic information systems including computer systems and records;

18.13.2.5 Extreme weather conditions;

18.13.2.6 Strategies to communicate with ADHS/DBHS in the event of a business disruption;

18.13.2.7 Easy access to a list of customer priorities that address key factors that could cause disruption, and when the Contractor's will be able to resume critical customer services; examples of these priorities are: Provider receipt of prior authorization; approvals and denials; members receiving transportation; and timely payment of claims;

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18.13.2.8 Specific timelines for resumption of services. The timelines should note the percentage of recovery at certain hours and key actions required to meet those timelines; and

18.13.2.9 Periodic testing.

18.13.3 Train Key Personnel and Organizational Staff to be familiar with and implement the Business Continuity/ Recovery Plan and Emergency Response when necessary.

18.13.4 Require subcontractors and providers to develop and maintain Business Continuity/ Recovery and Emergency Response Plans.

18.13.5 Design its Business Continuity/Recovery Plan and Emergency Response to address Contractor's Arizona operations and include specific references to local resources.

#### **18.14 Emergency Preparedness**

The Contractor shall:

18.14.1 Upon ADHS/DBHS' request, participate in health emergency response planning, preparation, and deployment in the event of a Presidential, State, or locally-declared disaster.

18.14.2 Be prepared for the following actions:

18.14.2.1 Participate in the development of a comprehensive disaster response plan, including, at a minimum, specific measures for:

18.14.2.2 Member management and transportation;

18.14.2.3 Plans for access to medications for displaced members;

18.14.2.4 Assess the needs of members, first responders and their families, victims, survivors, family members, and other community caregivers following an emergency or disaster considering short and long term stress management techniques; and

18.14.2.5 Maintain surveillance of health needs of members and the greater population in order to adjust health services to meet the population's demand during and following an emergency or disaster.

18.14.2.6 Collaborate with local hospitals, emergency rooms, fire, and police to provide emergency health supports for first responders.

18.14.2.7 Coordinate with other RBHAs and health care organizations to assist in a disaster in Maricopa County or in the event of a disaster in another region of the state.

#### **18.15 Emergency Preparedness; Business Continuity/Recovery Plan and Emergency Response Reporting Requirements**

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The Contractor shall submit deliverables related to Emergency Preparedness and Business Continuity/ Recovery Plan and Emergency Response in accordance with Exhibit 9.

#### 18.16 Legislative, Legal and Regulatory Issues

The Contractor shall:

- 18.16.1 Comply with Legislative changes, directives, regulatory changes, or court orders related to any term in this Contract.
- 18.16.2 Comply with requirements as directed by ADHS/DBHS contained in *Arnold v. Sarn*, Maricopa County Superior Court, No. C-432355.
- 18.16.3 Comply with requirements as directed by ADHS/DBHS contained in *JK v. Humble*, United States District Court, District of Arizona, No. CIV 91-261 TUC JMR.
- 18.16.4 Comply with Medicare Part D regulations effective January 1, 2013.

The following, which is not an all-inclusive list, are examples of issues that could result in program changes, for which the Contractor shall:

- 18.16.5 Comply with those sections of the Patient Protection and Affordable Care Act upheld by the United States Supreme Court and authorized by Arizona policy-makers which will include Medicaid coverage levels.
- 18.16.6 Meet other requirements as stipulated including increased provider reimbursement up to Medicare levels for select primary care services.
- 18.16.7 Participate in care coordination data sharing as prescribed by AHCCCS between Medicaid Managed Care Organizations and Exchange Qualified Health Plans for those members that transition between Medicaid and Exchange health care coverage.
- 18.16.8 Recognize that ADHS/DBHS is required by AHCCCS to use a tiered per diem methodology for the payment of acute care hospital inpatient claims. Per Arizona state law, Managed Care Organizations (MCOs) serving Medicaid eligible members must use this payment structure as the default methodology when no contract exists between an MCO and a hospital. Arizona state law (Laws 2012, Second Regular Session, Chapter 122) repealed the tiered per diem payment methodology effective September 30, 2013. AHCCCS is required to obtain legislative approval of an alternative reimbursement methodology for inpatient dates of service on and after October 1, 2013. AHCCCS is exploring the benefits of the APR-DRG payment methodology and intends to ask for stakeholder input. If AHCCCS is unable to implement a new methodology by October 1, 2013, it will ask for a one year extension of the tiered per diem methodology through September 30, 2014 with an effective date of October 1, 2014 for the new inpatient reimbursement system mandated by Arizona law (Laws 2012, Second Regular Session, Chapter 122). Contractor shall be required to utilize AHCCCS' established inpatient payment methodology when serving Medicaid eligible members when no contract exists between an MCO and a hospital.
- 18.16.9 Comply with the Center for Medicare and Medicaid policies, directives and guidelines.

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18.16.10 Comply with Legislative changes:

18.16.10.1 To the state's budget;

18.16.10.2 That affect covered services;

18.16.10.3 That modify, alter or create obligations that affect programs, policies or requirements in this Contract; or

18.16.10.4 That establishes a Health Insurance Exchange as required by the Affordable Care Act and any resulting modifications to Medicaid eligibility as contemplated under the ACA that may impact the benefit package and service delivery structure for Non-Title XIX members.

18.16.11 Comply with Executive Orders.

18.16.12 Comply with regulatory changes affecting licensing, privileging, certification and credentialing.

18.16.13 Comply with Court orders in existing or future litigation in which the state is a defendant.

18.16.14 Participate in any demonstration projects or activities to plan, promote and implement integrated health care service delivery and care coordination for dual eligible members.

18.16.15 Comply with the applicable sections of the Patient Protection and Affordable Care Act (PPACA) including, but not limited to, the Health Insurer Fee effective January 1, 2014, and including those provisions as adopted by AHCCCS in the Arizona State Plan. The Contractor shall provide services to Medicaid eligible individuals who will be covered by the Medicaid restoration and expansion starting January 1, 2014.

**18.17 Copayments**

Most Medicaid eligible members remain exempt from copayments, such as SMI members and members under the age of eighteen (18), while others are subject to an optional and mandatory copayment.

The Contractor shall:

18.17.1 Apply copayments for members in conformance with ADHS/DBHS Policy on *Copayments* and A.A.C.R9-22-711.

18.17.2 Not deny services to members subject to optional copayments based on the member's inability to pay the copayment (42 CFR 438.108; 42 CFR 447.53(e)).

18.17.3 Have the discretion to deny services to members subject to mandatory copayments based on the member's inability to pay the copayment.

**18.18 Administrative Performance Standards**

The Contractor shall:

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18.18.1 Comply with the following:

18.18.1.1 Member Services and Provider Services/Claims Services telephonic performance standards; and

18.18.1.2 Credentialing Timeliness standards.

18.18.2 For telephonic performance:

18.18.2.1 Respond to telephone calls within the maximum allowable speed of answer, which is forty-five (45) seconds. See Exhibit 1, Definitions, for an explanation of "Speed of Answer (SOA)".

18.18.2.2 Achieve the following standards for all calls to its member services and centralized provider telephone system:

18.18.2.3 The Monthly Average Abandonment Rate shall be five percent (5%) or less;

18.18.2.4 First Contact Call Resolution shall be seventy percent (70%) or better; and

18.18.2.5 The Monthly Average Service Level shall be seventy-five percent (75%) or better.

18.18.2.6 Calculate its performance with the standards as follows:

18.18.2.7 The Monthly Average Abandonment Rate (AR) is the number of calls abandoned in a twenty-four (24) hour period divided by the total number of calls received in a twenty-four (24) hour period. The ARs are then summed and divided by the number of days in the reporting period.

18.18.2.8 First Contact Call Resolution Rate (FCCR) is the number of calls received in a twenty-four (24) hour period for which no follow up communication or internal phone transfer is needed, divided by Total number of calls received in a twenty-four (24) hour period. The daily FCCRs are then summed and divided by the number of days in the reporting period.

18.18.2.9 The Monthly Average Service Level (MASL) is the calls answered within forty-five (45) seconds for the month reported, divided by the total of month's answered calls, plus the month's abandoned calls, plus, if available, the month's calls receiving a busy signal.

18.18.2.10 Report performance on meeting the standards on a monthly basis for both the Member Services and Provider telephone lines.

18.18.2.11 For each of the Telephonic Performance Standards, report the number of days in the reporting period that the standard was not met.

18.18.2.12 Report instances of down time for the centralized telephone lines, the dates of occurrence and the length of time they were out of service.



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18.18.2.13 Retain back up documentation for the report, to the level of measured segments in the twenty-four (24) hour period a rolling twelve (12) month period.

18.18.3 For Credentialing Timeliness, the Contractor shall:

18.18.3.1 Process credentialing applications in a timely manner.

18.18.3.2 Calculate the timeliness of provisional and initial credentialing by dividing the number of complete applications processed (approved/denied) during the time period by the number of complete applications that were received during the time period.

Achieve the following standards for processing:

Credentialing Type	14 days	90 days	120 days	180 days
Initial		90%	95%	100%
Provisional	100%			

18.18.3.3 Submit a quarterly report for all credentialing applications as specified in Exhibit 9.

18.18.3.4 Number of applications received;

18.18.3.5 Number of completed applications received separated by type: provisional or initial;

18.18.3.6 Number of completed provisional credentialing applications approved;

18.18.3.7 Number of completed provisional credentialing applications denied;

18.18.3.8 Number of initial credentialing applications approved;

18.18.3.9 Number of initial credentialing applications denied; and

18.18.3.10 Number of initial (include provisional in this number) applications processed within ninety (90), one-hundred twenty (120), and one hundred eighty (180) days.

**18.19 SMI Eligibility Determination**

The Contractor shall:

18.19.1 Be responsible to assess and screen to identify persons who may meet the SMI eligibility criteria; conduct SMI evaluations as required under ADHS/DBHS Policy on *SMI Eligibility Determinations*; and, refer SMI evaluation results to an organization identified

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by ADHS/DBHS that will determine whether a person meets the criteria for SMI Eligibility.

18.19.2 Cooperate with the SMI Eligibility determination organization by establishing and implementing systems or processes for communication, consultation, data sharing and the exchange of information.

18.19.3 Comply with standards and requirements for SMI Eligibility screening, evaluation and referral processes as directed by ADHS/DBHS.

18.19.4 Comply with applicable SMI Eligibility reporting requirements as directed by ADHS/DBHS.

#### **18.20 Material Change to Operations**

The Contractor shall:

18.20.1 Submit a request for approval of a material change to operations to ADHS/DBHS, including draft notification to affected members and providers, sixty (60) days prior to the expected implementation of the change. See Exhibit 1, Definitions, for an explanation of a "Material Change to Operations".

18.20.2 Include in the request, at a minimum:

18.20.2.1 Information regarding the nature of the operational change;

18.20.2.2 The reason for the change;

18.20.2.3 Methods of communication to be used; and

18.20.2.4 The anticipated effective date.

18.20.3 Provide thirty (30) days advance written notice to affected providers and members for a material change in Contractor operations. The requirements regarding material changes to operations do not extend to contract negotiations between the Contractor and a provider.

18.20.4 Conduct meetings with providers and members to address issues or to provide general information and technical assistance related to federal and state requirements, changes in policy, reimbursement matters, prior authorization and other matters as identified or requested by ADHS/DBHS.

#### **18.21 Integrated Health Care Development Program**

The Contractor shall:

18.21.1 Establish an Integrated Health Care Program that is responsible for promoting integrated health service delivery at both the administrative and clinical level.

18.21.2 Support the Integrated Health Care Program to provide leadership in collaborating with providers and system stakeholders to further integrated health care efforts.

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18.21.3 Develop an Integrated Health Care Report that:

18.21.3.1 Describes Contractor's challenges, lessons learned, priorities, past experience, future plans/initiatives, innovations, trends and opportunities related to integrated health care design and implementation;

18.21.3.2 Describes Contractor's short and long term strategies, goals and measures for promoting integrated health care service delivery;

18.21.3.3 Describes Contractor's programs to educate providers, members and system stakeholders of its integrated health care programs;

18.21.3.4 Describes Input from members, providers, and system stakeholders about their experiences with integrated health care services; and

18.21.3.5 Is approved by Contractor's Governing Body

18.21.4 Submit the initial Integrated Health Report to ADHS/DBHS two (2) months after Contract Performance Start Date and subsequent Integrated Health Reports annually thereafter.

#### **18.22 Governance Board**

The Contractor shall:

18.22.1 Include in its Governance Board or governance structure at least twenty-five percent (25%) of the voting members to be equally divided between peers and family members who are or have been active participants in the Maricopa County Behavioral Health system.

18.22.2 Not have Contractor staff serve as peer and family member representatives on the Governance Board.

#### **18.23 Offshore Performance of Work Prohibition**

In accordance with the Uniform Terms and Conditions, section, Offshore Performance of Work Prohibited, ADHS has determined this Contract involves access to secure or sensitive data, to include, but not limited to member medical information and personal data. Accordingly, the Contractor shall:

18.23.1 Perform all Contract services within the defined territories of the United States to include work related to indirect or "overhead" services, redundant/back-up services or services that are incidental to the performance of this Contract.

#### **18.24 Implementation**

During the Contract Transition Period, the Contractor shall:

18.24.1 Collaborate with ADHS/DBHS to develop in transition activities to prevent interruption of services and promote continuity of care to members.

18.24.2 Establish and implement, at a minimum the following activities:

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- 18.24.2.1 Define project management and reporting standards;
- 18.24.2.2 Establish communication protocols between the Contractor, ADHS/DBHS and providers;
- 18.24.2.3 Develop an Implementation Plan in conformance with Sections 18.24.3 through 18.24.5; and
- 18.24.2.4 Define expectations for content and format of Contract deliverables.

For its Implementation Plan, the Contractor shall:

18.24.3 Develop and submit a comprehensive Implementation Plan for ADHS/DBHS' approval within ten (10) days of Contract Award Date.

18.24.4 Provide ADHS/DBHS with verbal and written Implementation Plan updates and cooperate and communicate with ADHS/DBHS to resolve transition and implementation issues.

18.24.5 Include in the Implementation Plan, at a minimum, the following:

- 18.24.5.1 A detailed description of its goals, objectives, methods, key milestones, responsible person/department, due dates, testing, and verification strategies to demonstrate full readiness to comply with and implement all requirements in this Contract on or before the Contract Performance Start Date;
- 18.24.5.2 Identify key personnel responsible for the transition;
- 18.24.5.3 Identify the individuals and number of staff assigned to the transition;
- 18.24.5.4 Specific time frames for key milestones and completing tasks;
- 18.24.5.5 Strategies for regular and ongoing communication to members, families, providers and system stakeholders;
- 18.24.5.6 Strategies for implementing a health care service delivery system using the framework in section 18.24.5.1 to achieve full compliance with all obligations in Section 4, Scope of Services; and
- 18.24.5.7 Strategies for implementing its Management Information System, claims and encounter processing and other systems that rely on data or data processing using the framework in section 18.24.5.1 to achieve full compliance with all obligations in Section 17, Information Systems and Data Exchange Requirements.

For personnel assigned to transition activities, the Contractor shall:

18.24.6 Designate its key personnel no later than one (1) month after the date of Contract Award Date; and

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18.24.7 Submit to ADHS/DBHS prior to the Contract Performance Start Date the resumes of each Key Personnel position for ADHS/DBHS' approval.

When transitioning members and operations, the Contractor shall:

18.24.8 Transition members receiving services in a manner that eliminates or minimizes disruption of care.

18.24.9 Permit members to maintain their current providers and service authorizations for a ninety (90) day time period from the date of enrollment with the Contractor, unless an assessment is performed prior to the expiration of the ninety (90) day time period, and the member agrees to a shorter time period.

18.24.10 When directed by ADHS/DBHS, collaborate with providers and AHCCCS acute care health plans to develop and implement a member's service plan.

18.24.11 Provide, at a minimum, to each member involved in the transition of care during the Contract Transition Period service information, emergency telephone numbers and instructions on how to obtain additional services.

18.24.12 Transition pending grievances, appeals, and customer service cases to assure timely resolution and have a sufficient number of qualified staff to meet filing deadlines and attend all court or administrative proceedings.

For Operational and Financial Readiness Reviews conducted during the Contract Transition Period, the Contractor shall:

18.24.13 Cooperate with any ADHS/DBHS Operational and Financial Readiness Review during the Contract Transition Period and subsequent to the Contract Performance Start Date to assess the Contractor's readiness and ability to deliver covered services to members and to resolve previously identified operational deficiencies.

18.24.14 Develop and implement a corrective action plan in response to deficiencies identified during the Readiness Review when directed by ADHS/DBHS.

18.24.15 Not commence operations if the readiness review tasks are not met to ADHS/DBHS' satisfaction.

18.24.16 Financially reimburse ADHS/DBHS any cost associated with necessary out of state travel needed to determine readiness and provide access to staff, documentation, and work space as requested by ADHS/DBHS.

For care coordination and transition activities, ADHS/DBHS may provide Contractor with on or after the Contract Award Date:

18.24.17 Twenty-four (24) to thirty-six (36) months of historical behavioral health encounter data for all member populations eligible to receive services under this Contract;

18.24.18 Twenty-four (24) to thirty-six (36) months of historical physical health care encounter data for all Medicaid eligible SMI members receiving physical health care services under this Contract; and

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18.24.19 Medicare data.

## 19 MONITORING

### 19.1 Reporting Requirements

The Contractor shall:

- 19.1.1 Submit timely, accurate and complete reports or other information to ADHS/DBHS as required in this Contract.
- 19.1.2 Be subject to corrective action or sanctions if a report or other information is submitted as untimely, inaccurate, or incomplete.
- 19.1.3 Comply with the following submission standards:
  - 19.1.3.1 Timeliness: Reports or information submitted to ADHS/DBHS on or before scheduled due dates to the following email address: [bhscontractcompliance@azdhs.gov](mailto:bhscontractcompliance@azdhs.gov), unless otherwise noted by 5:00 p.m. M.S.T. on the date due. Contractor may submit a written request for an extension of a reporting deadline if the request is prior to the report due date, presents good cause for the extension and proposes a reasonable time for a new due date. If Contractor is directed to submit a specific report to a location other than [bhscontractcompliance@azdhs.gov](mailto:bhscontractcompliance@azdhs.gov), the Contractor shall post notification of the submission to [bhscontractcompliance@azdhs.gov](mailto:bhscontractcompliance@azdhs.gov) upon delivery to the alternate location.
  - 19.1.3.2 Accuracy: Reports or other information is prepared and submitted in strict conformity with authoritative sources and report specifications.
  - 19.1.3.3 Completeness: Reports or other information is disclosed in a manner that is both responsive and relevant to the report's purpose with no material omissions.
- 19.1.4 Comply with all report changes as specified by ADHS/DBHS.
- 19.1.5 Continue to report beyond the term of the Contract when necessary including the processing of claims and encounter data because of lag time or other circumstances that delay submission of source documents by subcontractors.
- 19.1.6 Require subcontractors to be responsible for all reporting requirements and monitor subcontractor compliance with this requirement.
- 19.1.7 When receiving reports or other information directly from subcontractors, verify its accuracy, completeness, resolve discrepancies and develop a summary report, if appropriate, prior to submitting the report or information to ADHS/DBHS.

### 19.2 Surveys

In addition to the annual member satisfaction survey in Section 10.8, the Contractor may be required to perform annual, general or focused member surveys.

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The Contractor shall:

- 19.2.1 Obtain prior approval from ADHS/DBHS for the survey tool if required to perform a survey or the Contractor initiates a survey that is not required.
- 19.2.2 Submit a scope of work and a timeline for the survey project if the survey is not initiated by ADHS/DBHS. ADHS/DBHS may require inclusion of certain questions.
- 19.2.3 Submit data, results and the analysis of the results to ADHS/DBHS within forty-five (45) days of the completion of the project.
- 19.2.4 Bear all costs associated with the survey.
- 19.2.5 Collaborate with ADHS/DBHS to develop the survey tool.

### **19.3 Independent Review of the Contractor**

The Contractor shall:

- 19.3.1 Cooperate with ADHS/DBHS' on-site Annual Administrative Review.
- 19.3.2 Submit to ADHS/DBHS, in advance, or as otherwise directed, all documents and information related to Contractor's, policies, procedures, job descriptions, contracts, logs, clinical and business practices, financial reporting systems, quality outcomes, timeliness, access to health care services, and any other information requested by ADHS/DBHS (42 CFR 438.204).
- 19.3.3 Make available on-site, or through other methods as directed by ADHS/DBHS, all requested medical records and case records selected for the review.
- 19.3.4 During the on-site review and when requested by ADHS/DBHS, produce, as soon as possible, any documents not requested in advance by ADHS/DBHS, except medical records in the possession of a qualified service provider.
- 19.3.5 Allow ADHS/DBHS to have access to Contractor's staff, as identified in advance, at all times during the on-site review.
- 19.3.6 Provide ADHS/DBHS with workspace, access to a telephone, electrical outlets, internet access and privacy for conferences while on-site.
- 19.3.7 Implement a corrective action plan when ADHS/DBHS' review identifies deficiencies in performance.
- 19.3.8 Cooperate with ADHS/DBHS' follow-up reviews, monitoring or audits at any time after the Annual Administrative Review to determine the Contractor's progress in implementing a corrective action plan.
- 19.3.9 Cooperate and comply with AHCCCS' Operational and Financial Reviews, including AHCCCS' audit provisions.

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- 19.3.10 Cooperate with AHCCCS by providing all documents and information related to Contractor's, policies, procedures, job descriptions, contracts, logs, clinical and business practices, financial reporting systems, quality outcomes, timeliness, access to health care services, and any other information requested by AHCCCS.
- 19.3.11 Accept ADHS/DBHS technical assistance, when offered.
- 19.3.12 Cooperate with an administrative review, other than the Annual Administrative Review, when directed by ADHS/DBHS, if the Contractor undergoes a merger, reorganization, has a change in ownership, or makes changes in three or more key staff positions within a twelve (12) month period.
- 19.3.13 Pay for any additional costs incurred by ADHS/DBHS associated with on-site audits or other oversight activities that result when required administrative or managed care functions are located outside of the state.

#### **19.4 Administrative Review Reporting Requirements**

The Contractor shall submit deliverables related to the Administrative Review in accordance with Exhibit 9.

#### **19.5 Corrective Action, Notice to Cure, Sanctions and Provision of Technical Assistance**

- 19.5.1 Corrective Action: The Contractor shall develop and implement an ADHS/DBHS-approved corrective action plan when ADHS/DBHS determines that the Contractor is not in compliance with any term of this Contract.
- 19.5.2 Notice to Cure: Upon written Notice to Cure of Contractor noncompliance, the Contractor shall demonstrate compliance by the date specified in the Notice to Cure or be subject to a financial sanction or any other available remedy under this Contract if at the end of the specified time period, the Contractor has not demonstrated compliance as determined by ADHS/DBHS.
- 19.5.3 Sanctions: The Contractor shall be subject to financial sanctions for failure to comply with any term of this Contract, including, at a minimum:
  - 19.5.3.1 Substantial failure to provide required medically necessary covered services to a member.
  - 19.5.3.2 Charging members fees or co-pays in excess of those permitted under the Medicaid program including the requirements in Section 18.17, Copayments and the ADHS/DBHS Policy on *Co-payments*;
  - 19.5.3.3 Discrimination toward members on the basis of health status or need for health care services;
  - 19.5.3.4 Misrepresentation or falsification of information provided to ADHS/DBHS or AHCCCS;
  - 19.5.3.5 Misrepresentation or falsification of information provided to a member, potential member, subcontractor or health care provider;



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- 19.5.3.6 Noncompliance with the requirements for physician incentive plans in conformance with Section 16.1;
  - 19.5.3.7 Distribution of marketing materials that have not been approved by ADHS/DBHS or that contain false or materially misleading information, directly or indirectly, through any agent or independent contractor;
  - 19.5.3.8 Noncompliance with financial viability standards;
  - 19.5.3.9 Material deficiencies in the Contractor's provider network;
  - 19.5.3.10 Noncompliance with quality of care and quality management requirements including performance measures;
  - 19.5.3.11 Noncompliance with encounter submission standards;
  - 19.5.3.12 Noncompliance with applicable state or federal laws or regulations;
  - 19.5.3.13 Noncompliance with requirements to fund accumulated deficit in a timely manner;
  - 19.5.3.14 Noncompliance with requirements to maintain or increase the Performance Bond in a timely manner;
  - 19.5.3.15 Noncompliance with requirements in Sections 15.19 through 15.21 to report third party liability coverage and recovery cases;
  - 19.5.3.16 Submitting untimely, incomplete or inaccurate reports, deliverables or other information requested by ADHS/DBHS; and
  - 19.5.3.17 Engaging in conduct which jeopardizes Federal Financial Participation.
- 19.5.4 ADHS/DBHS shall consider the severity of the violation, and at its sole discretion, determine the amount of sanction.
- 19.5.5 ADHS/DBHS shall provide written notice to the Contractor specifying the amount of the sanction, the grounds for the sanction, the amount of funds to be withheld from the Contractor's administrative revenue payments, the steps necessary to avoid future sanctions and the Contractor's right to file a Claims Dispute to challenge the sanction (42 CFR 438.710).
- 19.5.6 The Contractor shall complete all necessary steps to correct the violation that precipitated the sanction.
- 19.5.7 ADHS/DBHS, in its sole discretion, may impose additional sanctions, which may be equal to or greater than the sanction imposed for the unresolved violation, in the event the Contractor fails to adequately correct the violation within established timeframes.
- 19.5.8 ADHS/DBHS may offset against any payments due the Contractor until the full sanction amount is paid.

For AHCCCS Imposed sanctions against ADHS/DBHS, the Contractor shall:

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19.5.9 Be responsible to pay the amount of financial sanctions imposed by AHCCCS against ADHS/DBHS for acts or omissions related to the Contractor's performance or non-performance of the terms of this Contract. The Contractor's payment shall not be due until AHCCCS has imposed financial sanctions against ADHS/DBHS. If AHCCCS imposes sanctions upon ADHS/DBHS, the Contractor shall:

19.5.9.1 Either reimburse ADHS/DBHS upon demand, or

19.5.9.2 Be subject to a withhold payment of any sanction, disallowance amount, or amount determined by AHCCCS to be unallowable, after exhaustion of the appeals process, provided the federal government does not impose the sanctions until after the appeals process is completed; and

19.5.9.3 Be responsible for payment according to ADHS/DBHS' allocation of sanctions for the Contractor's share of responsibility, if the sanction from AHCCCS is based on an act or omission that is the both the obligation of Contractor and one or more other RBHA.

19.5.10 Bear the administrative cost of, and fully assist ADHS/DBHS with, a Contractor-asserted Claims Dispute of a financial sanction to the Contract.

19.5.11 Provision of Technical Assistance:

ADHS' provision of technical assistance to help the Contractor achieve compliance with any relevant contract terms or contract subject matter issues does not relieve the Contractor of its obligation to fully comply with any relevant contract term or subject matter issue or any and all other terms in this Contract. Furthermore, the Contractor's acceptance of ADHS' offer or actual provision of technical assistance shall not be proffered as a defense or a mitigating factor in a contract enforcement action in which relevant contract terms or contract subject matter is at issue.

## 20 SUBCONTRACTING REQUIREMENTS

### 20.1 Subcontract Relationships and Delegation

The Contractor shall:

20.1.1 Be responsible for the administration, management and compliance with all requirements of this Contract, any subcontracts and hold subcontractors accountable for complying with all Contract terms, obligations and performance. Delegation of performance to a subcontractor does not terminate, relieve or reduce the legal responsibility of the Contractor for compliance with all Contract requirements and federal and state laws (42 CFR 438.230(a) and 434.6(c)).

20.1.2 Evaluate the prospective subcontractor's ability to perform duties to be delegated.

20.1.3 Specify in writing the activities and report responsibilities delegated to the subcontractor including terms for revoking delegation or imposing sanctions if the subcontractor's performance is inadequate (42 CFR 438.6(l); 42 CFR438.230 (b)(2)(ii)).

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- 20.1.4 Monitor and formally review the subcontractor's performance relative to industry standards and state law regulations on an ongoing basis according to a periodic schedule approved by ADHS/DBHS, in order to determine adequate performance (42 CFR 438.230(b)(3)).
- 20.1.5 Identify any deficiencies or areas for improvement and require the subcontractor to initiate a corrective action plan as necessary.
- 20.1.6 Communicate the results of the subcontractor performance review and the corrective action plan to ADHS/DBHS (42 CFR 438.230(b)(3)).
- 20.1.7 Inform ADHS/DBHS in writing if a subcontractor is noncompliant to the extent it would affect its ability to perform the duties and responsibilities of the subcontract.
- 20.1.8 Require all subcontracts to contain full disclosure of all terms and conditions including disclosure of all financial or other requested information.
- 20.1.9 Have the discretion to designate information related to subcontracts as confidential but may not withhold information from ADHS/DBHS as proprietary. Information designated as confidential may be disclosed by ADHS/DBHS as required by law.
- 20.1.10 Prohibit subcontractors, through the use of incentives or other practices, from denying, limiting or discontinuing medically necessary services to any member (42 CFR 438.210(e)).
- 20.1.11 Prohibit covenant-not-to-compete requirements in its subcontracts.
- 20.1.12 Allow subcontractors to provide services to ADHS/DBHS, AHCCCS or any other ADHS/DBHS or AHCCCS contractor.
- 20.1.13 Include federal and state laws, regulations and policies in written agreements with subcontractors.
- 20.1.14 Not subcontract with any individual or entity that has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity and shall include this requirement in written agreements with subcontractors.
- 20.1.15 Maintain fully executed originals of all subcontracts, which shall be accessible to ADHS/DBHS within twenty-four (24) hours of request.
- 20.1.16 Require subcontractors to obtain Certificates of Insurance (ACORD) upon subcontract execution and monitor subcontractor compliance with insurance requirements at least annually.
- 20.1.17 Execute written agreements with subcontracted providers that deliver covered services, including out-of-state providers, except in the following circumstances:
  - 20.1.17.1 A provider that delivers services less than twenty-five (25) times during the Contract year;
  - 20.1.17.2 A provider that refuses to enter into a subcontract with the Contractor;

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- 20.1.17.3 A provider that delivers emergency services on a one-time or infrequent basis;
- 20.1.17.4 Individual providers as described in the AHCCCS Medical Policy Manual;
- 20.1.17.5 Hospitals, in conformance with Section 20.2;
- 20.1.17.6 A provider that primarily performs services in an inpatient setting; and
- 20.1.17.7 After the Contractor's Medical Director review, Contractor determines that a written agreement would not benefit Contractor or its members.
- 20.1.18 Submit documentation of a refusal described in 20.1.17.2 to ADHS/DBHS within seven (7) days of its final attempt to enter into a subcontract;
- 20.1.19 Require subcontractors to provide a description of the subcontractor's service delivery cost record keeping system.
- 20.1.20 Not enter into subcontracts that contain compensation terms that discourage providers from serving any specific eligibility category, except in cost sharing agreements.
- 20.1.21 Provide hospitals and provider groups ninety (90) days notice prior to a subcontract termination without cause. Subcontracts between the Contractor and sole practitioners are exempt from this requirement.
- 20.1.22 Develop and implement financial incentives or other methods in its subcontracts to improve whole health outcomes and to improve performance on the required SAMHSA National Outcome Measures (NOMS).
- 20.1.23 The terms of subcontracts shall be subject to the applicable material terms and conditions of the contract existing between the Contractor and ADHS/DBHS for the provision of covered services.

#### **20.2 Hospital Subcontracts and Reimbursement**

When subcontracting with hospitals for physical health care services for SMI members, the Contractor shall:

- 20.2.1 Negotiate hospital subcontracts with hospitals to establish reimbursement levels, terms and conditions per the Inpatient Hospital Reimbursement Program (IHP) A.R.S.§ 36-2905.01.
- 20.2.2 Negotiate subcontracts with the hospitals to cover operational concerns, such as timeliness of claims submission and payment; payment of discounts or penalties; and legal resolution which may, as an option, include establishing arbitration procedures.
- 20.2.3 When implementing the IHP, include the general provisions of physical health care hospital services and outpatient hospital services that result in an admission.
- 20.2.4 Make available to ADHS/DBHS upon request, all hospital subcontracts and amendments.

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- 20.2.5 For non-emergency inpatient days, demonstrate that at least sixty-five percent (65%) of its members use subcontracted hospitals.
- 20.2.6 Base the reimbursement for inpatient services, including outliers, provided at a non-subcontracted hospital on the rates in A.R.S. § 36-2903.01, multiplied by ninety-five percent (95%) in accordance with A.A.C. R9-22-718 unless otherwise negotiated by both parties.
- 20.2.7 Negotiate hospital subcontracts to maximize the availability of quality services within specific service districts, equity of related party interests and at reasonable reimbursement rates.
- 20.2.8 When subcontracting with out-of-state hospitals:
  - 20.2.8.1 Reimburse out-of-state hospitals in conformance with A.A.C. R9-22, Article 7.
  - 20.2.8.2 Base the default rate payment, in the absence of a subcontract, on AHCCCS' outpatient hospital fee schedule, rather than a hospital-specific cost-to-charge ratio, in conformance with A.R.S. § 36-2904, for outpatient hospital services billed on a UB-04.
- 20.2.9 Conduct prepayment and post-payment medical reviews of all hospital claims including outlier claims when recouping funds from hospitals.
- 20.2.10 Recoup funds for erroneously paid claims if the Contractor fails to identify lack of medical necessity through concurrent review or prepayment medical review.
- 20.2.11 Not recoup funds based on a lack of medical necessity identified during a post-payment medical review.

ADHS/DBHS may:

- 20.2.12 Subsequently adjust the sixty-five percent (65%) standard in 20.2.5.
- 20.2.13 Require Contractor to execute a subcontract with a hospital if the number of emergency days at a non-subcontracted hospital becomes significant.

### **20.3 Management Services Subcontracts**

The Contractor shall:

- 20.3.1 Have the discretion to subcontract with qualified organizations under a comprehensive management services agreement upon the prior written approval of ADHS/DBHS in conformance with 20.5.3 and 18.3.3.
- 20.3.2 Except as provided in 18.3.3, not delegate or enter into a subcontract or a comprehensive management services agreement to perform key operational functions that are critical for service delivery including integrated health care service delivery, including, at a minimum:
  - 20.3.2.1 Grievance System;

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- 20.3.2.2 Quality Management;
  - 20.3.2.3 Medical Management;
  - 20.3.2.4 Provider Relations;
  - 20.3.2.5 Network and Provider Services contracting and oversight;
  - 20.3.2.6 Member Services; and
  - 20.3.2.7 Corporate Compliance.
- 20.3.3 Evaluate the performance of a subcontractor for the delivery of management services and submit the Annual Subcontractor Assignment and Evaluation Report in conformance with Exhibit 9.
- 20.3.4 Require management services subcontractors to prepare Business Continuity/Recovery and Emergency Response Plans in accordance with Section 18.13.

ADHS/DBHS may:

- 20.3.5 Perform a review and audit of actual management fees charged or allocations made in management services subcontracts.
- 20.3.6 Recoup funds or impose corrective action and financial sanctions if ADHS/DBHS determines the fees or allocations actually paid in management services subcontracts are unjustified or excessive.

#### **20.4 Prevention Subcontracts**

For prevention service delivery subcontracts, the Contractor shall:

- 20.4.1 Require the subcontractor to comply with the ADHS/DBHS Framework for Prevention in Behavioral Health.
- 20.4.2 Require the subcontractor to specify the work to be performed; type, duration and scope of the prevention strategy to be delivered; and approximate number of participants to be served.
- 20.4.3 Require the subcontractor to describe the evaluation methods to monitor performance and with the specific reporting requirements.
- 20.4.4 Require the subcontractor to comply with relevant SABG Block Grant requirements.
- 20.4.5 Not incorporate prevention requirements into subcontracts for other covered services; prevention subcontracts must be specific to prevention and separate from subcontracts for other covered services.

#### **20.5 Prior Approval**

The Contractor shall submit to ADHS/DBHS for prior approval:

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- 20.5.1 Initial provider subcontract templates and substantive changes to template language at least thirty (30) days prior to the beginning date of the subcontract.
- 20.5.2 Any mergers, reorganizations or changes in ownership of a management services subcontractor.
- 20.5.3 Any management services subcontract at least sixty (60) days prior to the subcontract start date and include:
  - 20.5.3.1 A corporate cost allocation plan for the management services subcontractor in accordance with OMB Circular A-122, whether for-profit or non-profit; and
  - 20.5.3.2 A proposed management services fee agreement.

#### **20.6 Subcontract Template Provisions**

In addition to the Uniform Terms and Conditions, Section 5.2, Subcontracts, the Contractor shall include the following in its subcontract templates:

- 20.6.1 A requirement that prohibits a subcontractor from arbitrarily or prematurely denying, suspending, or terminating services to a member.
- 20.6.2 For subcontractors licensed as an inpatient facility or Behavioral Health Residential facility, a requirement to accept all referrals from the Contractor.
- 20.6.3 For subcontractors licensed as an inpatient facility, Behavioral Health Residential or HCTC facility, a requirement to comply with Contractor's quality management and medical management programs.
- 20.6.4 For subcontractors licensed as a Behavioral Health Residential facility that serves juveniles a requirement to comply with all relevant provisions in A.R.S § 36-1201.
- 20.6.5 A warranty that the subcontractor is in compliance with all federal Immigration laws and regulations and a statement that a breach of any such warranty shall be deemed a material breach of the applicable subcontract, subject to financial sanctions or termination of the subcontract.
- 20.6.6 Identification of the name and address of the subcontractor.
- 20.6.7 The method and amount of compensation or other consideration paid to the subcontractor;
- 20.6.8 Identification of the population to be served by the subcontractor including a description of the amount, duration and scope of covered services to be provided under the subcontract.
- 20.6.9 The term of the subcontract including beginning and ending dates and a method for extension, termination and renegotiation.
- 20.6.10 A process to coordinate benefits.

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- 20.6.11 A process to identify Medicare and other third party liability coverage and to seek Medicare or third party liability payment before submitting claims or encounters to Contractor.
- 20.6.12 A process to maintain a cost record keeping system.
- 20.6.13 A provision that requires compliance with ADHS/DBHS' and Contractor's quality management and medical management programs in conformance with 42 CFR Part 456, and the AHCCCS Medical and Policy Manual.
- 20.6.14 A provision that a merger, reorganization or change in ownership or control of a subcontractor that is related to or affiliated with Contractor shall require a Contract amendment and prior approval of ADHS/DBHS.
- 20.6.15 A provision to obtain and maintain all insurance requirements in conformance with Special Terms and Conditions, Section T, Insurance Requirements and to submit a copy of all certificates of insurance to the Contractor.
- 20.6.16 A provision that the subcontractor is responsible for all tax obligations, Worker's Compensation Insurance, and all other applicable insurance coverage obligations as stated in Special Terms and Conditions, Section T, Insurance Requirements, for it and its staff, and that AHCCCS or ADHS/DBHS shall have no responsibility or liability for any taxes or insurance coverage.
- 20.6.17 A provision that incorporates by reference and requires compliance with the all the terms and conditions of this Contract including Documents Incorporated by Reference in Section 18.2.
- 20.6.18 A provision that requires compliance with encounter reporting and claims submission requirements in accordance with Section 17.11 and the ADHS/DBHS Policy on *Submitting Claims and Encounters to the RBHA*.
- 20.6.19 A provision for the subcontractor to appeal a claim denial in accordance with Section 13.5 and the ADHS/DBHS Policy on *Provider Claims Disputes*.
- 20.6.20 A provision that requires the subcontractor to assist members in understanding their right to file grievances and appeals in conformance with the ADHS/DBHS Policy on *Notice Requirements and Appeal Process for Title XIX and Title XXI Eligible Persons*.
- 20.6.21 A provision to comply with audits, inspections and reviews in conformance with the ADHS/DBHS Policy on *Encounter Validation Studies* and any audits, inspections and reviews requested by the Contractor, ADHS/DBHS, or AHCCCS.
- 20.6.22 A provision to require cooperation with ADHS contractors or state employees in scheduling and coordinating services.
- 20.6.23 A provision to implement ADHS/DBHS, AHCCCS, or Contractor decisions issued to resolve a complaint, SMI grievance, member appeal, or claim dispute;



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- 20.6.24 A provision to prohibit incentives in the form of compensation to individuals or entities that conduct subcontractor's utilization management activities to deny, limit, or discontinue medically necessary services (42 CFR 438.10(e)).
- 20.6.25 A provision to require subcontractor to conduct an assessment of cultural and linguistic needs, and deliver culturally appropriate services in conformance with ADHS/DBHS' Cultural Competency Plan and the Contractor's Cultural Competency Plan.
- 20.6.26 A provision to require subcontractor to comply with the ADHS/DBHS' definition of medically necessary services.
- 20.6.27 A provision that AHCCCS is responsible for enrollment, re-enrollment and disenrollment of Medicaid eligible members.
- 20.6.28 A provision that allows the Contractor to suspend, deny, refuse to renew or terminate any subcontract in accordance with the terms of this Contract and applicable law and regulation;
- 20.6.29 A provision that the subcontractor may provide the member with factual information, but is prohibited from recommending or influencing the member's selection of a Contractor;
- 20.6.30 If the subcontractor has a capitated arrangement/risk sharing arrangement; include verbatim in the subcontract template the following language:
- 20.6.31 "If the Subcontractor does not bill the Contractor (e.g., Subcontractor is capitated), the Subcontractor's encounter data that is required to be submitted to the Contractor pursuant to contract is defined for these purposes as a 'claim for payment'. The Subcontractor's provision of any service results in a 'claim for payment' regardless of whether there is any intention of payment. All said claims shall be subject to review under any and all fraud, waste and program abuse statutes, rules and regulations, including but not limited to A.R.S. § 36-2918".
- 20.6.32 A provision that a subcontracted provider needs to obtain authorization for services which require prior authorization.

### **20.7 Subcontracting Reporting Requirements**

The Contractor shall submit the following related to Subcontracting:

Annually

- 20.7.1 Submit the Subcontractor Assignment and Evaluation Report within ninety (90) days from the start of the Contract year, detailing any Contractor duties or responsibilities that have been subcontracted and include the following:
- 20.7.1.1 Subcontractor's name;
  - 20.7.1.2 Delegated duties and responsibilities;
  - 20.7.1.3 Most recent review date of the duties, responsibilities and financial position of the subcontractor;

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- 20.7.1.4 A comprehensive evaluation of the performance (operational and financial) of the subcontractor;
- 20.7.1.5 Identified areas of deficiency;
- 20.7.1.6 Corrective action plans as necessary; and
- 20.7.1.7 The next scheduled review date.

#### Ad Hoc

- 20.7.2 Within twenty-four hours (24) hours of ADHS/DBHS' request, fully executed copies of all subcontracts.
- 20.7.3 Prior to subcontract execution, and within twenty-four (24) hours of ADHS/DBHS' request, copies of all provider subcontract templates.

## EXHIBIT SUMMARY

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The Exhibits for this Contract are described below:

- Exhibit 1 Definitions
- Exhibit 2 Acronyms
- Exhibit 3 Reserved
- Exhibit 4 Physical Health Care Service Description
- Exhibit 5 Arizona Vision-Twelve Principles for Children Service Delivery
- Exhibit 6 Adult Service Delivery System-Nine Guiding Principles
- Exhibit 7 Documents Incorporated by Reference (*For a detailed list of all documents see Exhibit 7*)
- Exhibit 8 Informational Documents (*For a detailed list of all documents see Exhibit 8*)
- Exhibit 9 Deliverables
- Exhibit 10 GSA 6 Zip Codes
- Exhibit 11 Capitation Rates
- Exhibit 12 Hospitals in the Phoenix Metropolitan Area by District
- Exhibit 13 Pledge to Protect Confidential Information
- Exhibit 14 Member History Test Document

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- 1.1. "638 Tribal Facility" or "638 Provider" means a facility-owned and operated by an American Indian tribe authorized to provide services pursuant to (P.L. 93-638), as amended.
- 1.2. "834 Transaction Enrollment/Disenrollment" means the Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant transmission, by a health care provider to a tribal or Regional Behavioral Health Authority (RBHA) and by a T/RBHA to ADHS/DBHS or AHCCCS that contains information to establish or terminate a person's enrollment in the ADHS/DBHS service delivery system.
- 1.3. "1931s" (also referred to as TANF or TANF-related) means the benefits provided to eligible individuals and families with household income levels at or below 100% of the Federal Poverty Level (FPL) under Section 1931 of the Social Security Act.
- 1.4. "Adjudicated Claims" or "Adjudicated Encounters" means claims or encounters that have been received and processed by the Contractor, and which resulted in a payment or denial of payment.
- 1.5. "Administrative Costs" means administrative expenses incurred to manage the health system, including, but not limited to provider relations and contracting; provider billing; accounting; information technology services; processing and investigating grievances and appeals; legal services, which includes legal representation of the Contractor at administrative hearings; planning; program development; program evaluation; personnel management; staff development and training; provider auditing and monitoring; utilization review and quality assurance. Administrative costs do not include expenses incurred for the direct provision of health care services, including case management, or integrated health care services.
- 1.6. "Adult" means a person eighteen (18) years of age or older, unless the term is given a different definition by statute, rule, or policies adopted by the ADHS or AHCCCS.
- 1.7. "Agent" means any person who has been delegated the authority to obligate or act on behalf of another person or entity.
- 1.8. "American Indian Health Program" (AIHP) means the physical health care service delivery program for eligible American Indians who choose to receive services through the Indian Health Service or tribal health programs operated by 638 facilities or 638 providers AIHP is formerly known as the AHCCCS IHS FFS Program.
- 1.9. "Arizona Administrative Code" (A.A.C.) means the state regulations, or rules, established pursuant to relevant statutes.
- 1.10. "Arizona Department of Economic Security" (ADES) means the state agency that has the powers and duties set forth in A.R.S. § 41-1951, *et seq.*
- 1.11. "Arizona Department of Health Services" (ADHS) means the state agency that has the powers and duties set forth in A.R.S. § 36-104 and A.R.S. Title 36, Chapters 5 and 34.

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- 1.12. "Arizona Health Care Cost Containment System" (AHCCCS) means the state agency composed of the Administration, Contractors, and other arrangements through which health care services are provided to an eligible person, as defined by A.R.S. § 36-2902, *et seq.*
- 1.13. "AHCCCS Care" means the healthcare program serving eligible individuals and childless adults whose income is less than 100% of the FPL, and who are not categorically linked to another Title XIX program. Also known as "Non-Medical Expense Deduction Member (NON-MED)"
- 1.14. "AHCCCS Eligibility Determination" means the process of determining, through a written application and required documentation, whether an applicant meets the criteria for Title XIX/XXI funded services.
- 1.15. "AHCCCS Health Plan" means an organization or entity that has a contract with AHCCCS to provide specified health-related goods and services in conformance with the stated requirements, Arizona statute and rules, and federal law and regulations.
- 1.16. "AHCCCS Prepaid Medical Management Information System" (PMMIS) means the electronic information system maintained by AHCCCS to determine Title XIX/XXI eligibility and AHCCCS Health Plan enrollment information.
- 1.17. "AHCCCS Registered Provider" means a provider that enters into an agreement with AHCCCS under A.A.C. R9-22-703(A), and meets licensing or certification requirements to provide covered services.
- 1.18. "Arizona Long-Term Care System" or "ALTCS" means the AHCCCS program that delivers long-term, acute, behavioral health and case management services to members, as authorized by A.R.S. § 36-2932, *et seq.*
- 1.19. "Arizona Revised Statutes" (A.R.S.) means the laws of the State of Arizona.
- 1.20. "Balanced Budget Act of 1997" means the managed care requirements under (P.L. 105-33) as set forth in 42 CFR Part 438.
- 1.21. "Behavioral Health" (BH) means mental health and substance use/abuse collectively.
- 1.22. "Behavioral Health Disorder" means any behavioral, mental health, and/or substance use diagnoses found in the most current version of the Diagnostic and Statistical Manual of International Classification of Disorders (DSM) excluding those diagnoses such as mental retardation, learning disorders and dementia, which are not typically responsive to mental health or substance abuse treatment.
- 1.23. "Behavioral Health Medical Professional" means an individual licensed and authorized by law to use and prescribe medication and devices, as defined in A.R.S. § 32-1901, and who is one of the following with at least one year of full-time behavioral health work experience:
  - 1.23.1. A physician;

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1.23.2. A physician assistant; or

1.23.3. A nurse practitioner.

1.24. "Behavioral Health Paraprofessional" means an individual who is not a behavioral health professional who provides behavioral health services at or for a health care institution according to the health care institution's policies and procedures that: a. If the behavioral health services were provided in a setting other than a licensed health care institution, the individual would be required to be licensed as a behavioral professional under A.R.S. Title 32, Chapter 33; and b. Are provided under supervision by a behavioral health professional.

1.25. "Behavioral Health Professional" means an individual licensed under A.R.S. Title 32 whose scope of practice allows the individual to: a. Independently engage in the practice of behavioral health as defined in A.R.S. § 32-3251; or b. Except for a licensed substance abuse technician, engage in the practice of behavioral health as defined in A.R.S. § 32-3251 under direct supervision as defined in A.A.C. R4-6-101.

1.26. "Behavioral Health Provider" means an individual or facility that delivers behavioral health services as a subcontractor in Contractor's provider network.

1.27. "Behavioral Health Residential Facility" means a health care institution that provides treatment to an individual experiencing a behavioral health issue that: a. Limits the individual's ability to be independent, or b. Causes the individual to require treatment to maintain or enhance independence.

1.28. "Behavioral Health Services" means the services listed in the ADHS/DBHS Covered Behavioral Health Services Guide.

1.29. "*Behavioral Health Technician*" means an individual who is not a behavioral health professional who provides behavioral health services at or for a health care institution according to the health care institution's policies and procedures that: a. If the behavioral health services were provided in a setting other than a licensed health care institution, the individual would be required to be licensed as a behavioral professional under A.R.S. Title 32, Chapter 33; and b. Are provided with clinical oversight by a behavioral health professional.

1.30. "Best Practices" means evidence-based practices, promising practices, or emerging practices.

1.31. "Board Certified" means a professional who has successfully completed all prerequisites of the respective specialty board and successfully passed the required examination for certification.

1.32. "Board Eligible for Psychiatry" means a physician with documentation of completion of an accredited psychiatry residency program approved by the American College of Graduate Medical Education, or the American Osteopathic Association. Documentation would include either a certificate of residency training including exact dates, or a letter of verification of residency training from the training director including the exact dates of training.

1.33. "Border Communities" means the cities, towns or municipalities located in Arizona and within a designated geographic service area whose residents typically receive primary or emergency care in

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adjacent Geographic Service Areas or neighboring states, excluding neighboring countries, due to service availability or distance A.A.C. R9-22-201(F), R9-22-201(G), R9-22-101(B).

1.34. "Breast and Cervical Cancer Treatment Program" means the program that serves eligible individuals under the Title XIX expansion program for women with income up to 250% of the FPL, who are diagnosed with and need treatment for breast and/or cervical cancer or cervical lesions and are not eligible for other Title XIX programs providing full Title XIX services. Qualifying individuals cannot have other creditable health insurance coverage, including Medicare.

1.35. "Care Management Program" (CMP) means the process, methods and activities to identify high/risk high/cost SMI members receiving physical health services and designing clinical interventions or alternative treatment to reduce risk, cost and help members achieve better health care outcomes.

1.36. "Capitation" means the payment to the Contractor by ADHS/DBHS of a fixed monthly payment per person in advance, for which the Contractor provides medically necessary covered services as authorized under A.R.S. §§ 36-2904 and 36-2907.

1.37. "Center for Medicare and Medicaid Services" (CMS) means the organization within the United States Department of Health and Human Services, which administers the Medicare and Medicaid programs and the State Children's Health Insurance Program.

1.38. "Child" means a person under the age of eighteen (18), unless the term is given a different definition by statute, rule or policies adopted by the ADHS/DBHS or AHCCCS.

1.39. "Child and Family Team" (CFT) means a defined group of individuals that includes, at a minimum, the child and his or her family, a behavioral health representative, and any individuals important in the child's life that are identified and invited to participate by the child and family. This may include teachers, extended family members, friends, family support partners, healthcare providers, coaches, community resource providers, representatives from churches, synagogues or mosques, agents from other service systems like Child Protective Services (CPS) or the Department of Developmental Disabilities (DDD). The size, scope and intensity of involvement of the team members are determined by the objectives established for the child, the needs of the family in providing for the child, and by who is needed to develop an effective service plan, and can therefore expand and contract as necessary to be successful on behalf of the child.

1.40. "Child Protective Services" means the unit within ADES/DCYF that is responsible for the welfare of children.

1.41. "Children's Rehabilitative Services" (CRS) means an individual who has completed the CRS application process, as delineated in the CRS Policy and Procedures Manual, and has met all applicable criteria to be eligible to receive CRS-related services as defined in A.C.C. R9-22-1401 and A.R.S. § 36-261.

1.42. "Claim" means a service billed under a fee-for-service arrangement.

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1.43. "Claim Dispute" means a dispute of a payment, denial or recoupment of the payment of a claim, or imposition of a sanction, by ADHS. All Contractor Claim Disputes with ADHS shall be resolved in accordance with the process set forth in the ADHS Policy and Procedures Manual section on Contractor and Provider Claim Disputes.

1.44. "Clean Claim" means a claim that may be processed without obtaining additional information from the service provider or from a third party, but does not include a claim under investigation for fraud, waste or program abuse or under review for medical necessity.

1.45. "Client Information System" (CIS) means the data collection and information system currently used by ADHS/DBHS.

1.46. "Mental Health Block Grant" (MHBG) means the program created pursuant to Division B, Title XXXII, and Section 3204 of the Children's Health Act of 2000. It supports Non-Title XIX services for children with a serious emotional disturbance (SED) and adults determined to have a SMI.

1.47. "Comprehensive Medical and Dental Plan" (CMDP) means the AHCCCS Health Plan administered through Arizona Department of Economic Security (ADES) that provides physical health care services for children in the care and custody of the state.

1.48. "Conflict of Interest" (COI) means any situation in which the Contractor or an individual employed or retained by the Contractor is in a position to exploit a contractual, professional or official capacity in some way for personal or organizational benefit that otherwise would not exist.

1.49. "Contract Award Date" means the date that appears in the "Acceptance" section of the Offer and Acceptance form executed by the State.

1.50. "Contract Performance Start Date" means the date the Contractor is required to deliver covered services to members. This date may be specified on the Offer and Acceptance form executed by the State, or by notice to the Contractor.

1.51. "Contract Transition Period" means the time period between the Contract Award Date to the Contract Performance Start Date.

1.52. "Contract Year" (CY) means the time period that corresponds to the federal fiscal year, October 1 through September 30 used for financial reporting purposes.

1.53. "Contractor" means any person who has a Contract with the State, which includes the organization or entity directly contracted with ADHS/DBHS to coordinate the delivery of and to provide covered services specified in the contract, in conformance with the stated contract requirements; federal and state law and regulations.

1.54. "Copayment" means a monetary amount specified that the member pays directly to a Contractor or provider at the time covered services are rendered, as defined in A.C.C. R9-22-701.



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1.55. "Covered Services" means:

- 1.55.1. Behavioral health services as specified in the ADHS/DBHS Covered Behavioral Health Services Guide;
- 1.55.2. Health care services described in Exhibit 4, Physical Health Care Service Description; or
- 1.55.3. Health care services described in A.A.C. R9-22, Article 2, and R9-31, Article 2, and the AHCCCS Medical Policy Manual (42 CFR 438.210(a)(4)).

1.56. "Credentialing" means the process of obtaining, verifying and evaluating information regarding applicable licensure, accreditation, certification, educational and practice requirements to determine whether a provider has the required credentials to deliver specific covered services to members.

1.57. "Cultural Competence" means a set of congruent behaviors, attitudes and policies that come together in a system, agency, or among professionals, which enables that system, agency or those professionals to work effectively in cross-cultural situations. Culture refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs beliefs, values, and institutions of racial, ethnic, religious or social groups. Competence implies having the capacity to function effectively as an individual and a organization with the context of the cultural beliefs, behaviors and needs presented by consumers and their communities.

1.58. "Day" means a calendar day and time is computed under A.R.S. § 1-243, unless otherwise specified in the solicitation or contract.

1.59. "Delegate" means the execution of a subcontract between the Contractor and a qualified organization or person to perform one or more functions required to be provided by the Contractor under this contract.

1.60. "Disenrollment" means the discontinuance of a member's eligibility to receive covered services from the Contractor.

1.61. "Division of Behavioral Health Services" (DBHS) means the Division within ADHS that has the powers and duties set forth in A.R.S. Title 36, Chapters 5 and 34.

1.62. "Division of Children Youth and Families" (DCYF) means the Division within ADES.

1.63. "Division of Developmental Disabilities" (DDD) means the Division within ADES.

1.64. "Dual Eligible Member" or "Dual Eligible" means a member who is eligible to receive covered services under both Medicare and Medicaid.

1.65. "Durable Medical Equipment" (DME), means an item or appliance that can withstand repeated use, is designated to serve a medical purpose, and is not generally useful to a person in the absence of a medical condition, illness or injury as defined in A.A.C. R9-22-101.

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1.66. "Emergency Medical Condition" means a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that a prudent layperson who possesses an average knowledge of health and medicine could reasonably expect the absence of immediate medical attention to result in: a) placing the member's health (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy, b) serious impairment to bodily functions, or c) serious dysfunction of any bodily organ or part (42 CFR 438.114(a)).

1.67. "Emergency Medical Service" means a covered inpatient and outpatient service provided after the sudden onset of an emergency medical condition furnished by a qualified provider that is necessary to evaluate or stabilize the emergency medical condition (42 CFR 438.114(a)).

1.67-A. "Employee" means a person that is employed by the Contractor or under contract by the Contractor to perform Contract services.

1.68. "Encounter" means a record of a health care-related services rendered by a provider or providers registered with AHCCCS or ADHS/DBHS, to a member who is enrolled with a Contractor on the date-of-service.

1.69. "Enrollee" means an eligible person who is enrolled in an ADHS/DBHS program or AHCCCS, as defined in A.R.S. §§ 36-2901; 36-2981; 36-2901.01, and 42 CFR 438.10(a).

1.70. "Enrollment" means the process by which a person becomes an enrollee.

1.71. "Episode of Care" means the period between the beginning of treatment and the ending of covered services for an individual. The beginning and end of an episode of care is marked with a demographic file submission. Over time, an individual may have multiple episodes of care.

1.72. "Evidence-Based Practice" means an intervention that is recognized as effective in treating a specific health-related condition based on scientific research; the skill and judgment of health professionals; and the unique needs, concerns and preferences of the person receiving services.

1.73. "The Federal Emergency Services" (FES) means the program that covers services needed to treat an emergency medical condition for a member who is determined eligible under A.R.S. § 36-2903.03 (D) and A.A.C. R9-22-217.

1.74. "Federally Qualified Health Care Center" (FQHC) means an entity that meets the requirements and receives a grant and funding pursuant to Section 330 of the Public Health Service Act. An FQHC includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination and Education Assistance Act (P.L. 93-638) or an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act (P.L. 94-437).

1.75. "Federally Qualified Health Care Center Look-Alike" means an entity that meets the requirements pursuant to Section 330 of the Public Health Service Act, but does not receive grant funding.

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1.76. "Fee-for-Service" (FFS) means a method of payment to registered providers for services rendered on an amount per-service basis.

1.77. "Fiscal Year" (FY) means the state budget year: July 1 through June 30.

1.78. "Formulary" means a list of covered medications available for treatment of members.

1.79. "Fraud" means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to the person or some other person. It includes any act that constitutes fraud under applicable federal or state law.

1.80. "Freedom to Work" also referred to as "Ticket to Work" means an individual who become eligible under the Title XIX expansion program that extends eligibility to individuals sixteen (16) through sixty-four (64) years old who meet SSI disability criteria; whose earned income, after allowable deduction, is at or below 250% of the FPL, and who is not eligible for any other Medicaid program.

1.81. "General Mental Health Adults" (GMH/SA) means a classification of adult persons age eighteen (18) and older who have general behavioral health issues, have not been determined to have a serious mental illness, but are eligible to covered behavioral health services.

1.82. "Geographic Service Area" (GSA) means a specific region or regions in Arizona (defined by zip code) in which a Contractor provides directly or through subcontract, covered services to members in that region;

1.83. "Geographic Service Area 6" (GSA 6) means the area defined by the zip codes in Exhibit 10.

1.84. "Grievance System" means the Contractor's program that includes a process for complaints, grievances, appeals, provider claim disputes, and access to the state fair hearing system.

1.85. "Health Insurance Portability and Accountability Act of 1996" (HIPAA) means (P.L.104-191, (Title II, Subtitle F)) and regulations published by the United States Department of Health and Human Services, the administrative simplification provisions and modifications thereof, and the Administrative Simplification Compliance Act of 2001.

1.86. "Indian Health Service" (IHS) means the bureau of the United States Department of Health and Human Services that is responsible for delivering public health and medical services to American Indians throughout the country in accordance with treaties with Tribal Governments.

1.87. "Individual Recovery Plan" (formerly known as the Individual Service Plan) means a complete written description of all covered health services and other informal supports that have been identified through the assessment process and includes individualized recovery goals and strategies to assist the member in meeting his or her goals.

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1.88. "Interagency Service Agreement" (ISA) is an agreement between two or more agencies of the State wherein an agency is reimbursed for services provided to another agency or is advanced funds for services provided to another agency. A.R.S. §35-148(A).

1.89. "Intergovernmental Agreement" (IGA) means an agreement conforming to the requirements of A.R.S. § 11-951, *et. seq.*

1.90. "Joint Case" means a case where payments for services rendered to the member are exclusively the responsibility of the Contractor and where fee-for-service payments and/or reinsurance payments are involved.

1.91. "KidsCare" means the program for individuals under the age of nineteen (19) years, who are eligible under Title XXI of the Social Security Act (the SCHIP program), in households with income at or below 200% FPL. All members, except Native American members, are required to pay a premium amount based on the number of children in the family and the gross family income.

1.92. "Level I" means an inpatient treatment program or behavioral health treatment facility that is licensed under A.A.C. Title 9, Chapter 10 and includes a psychiatric acute hospital, a residential treatment center for individuals under the age of twenty-one (21), or a sub-acute facility.

1.93. "Level IV Behavioral Health Facility" means a behavioral health agency as defined in A.A.C. Title 9, Chapter 10.

1.94. "Liable Party" means a person or entity that is or may be, by agreement, circumstance or otherwise, liable to pay all or part of the health care expenses incurred by an applicant or member.

1.95. "Lien" means a legal claim, filed with the County Recorder's office in the county in which a member resides and/or in the county an injury was sustained, for the purpose of ensuring that AHCCCS receives reimbursement for medical services paid. The lien is attached to any settlement the member may receive as a result of an injury.

1.96. "Managed Care" means a system that integrates the financing and delivery of health care services to covered individuals by means of arrangements with selected providers to furnish comprehensive services to members; establish explicit criteria for the selection of health care providers; have financial incentives for members to use providers and procedures associated with the plan; and have formal programs for quality, utilization management and the coordination of care.

1.97. "Management Services Subcontractor" means an entity to which the Contractor delegates the comprehensive management and administrative services necessary for the operation of the Contractor.

1.98. "Material Change" means an alteration or development that may reasonably be foreseen to affect the quality or delivery of services provided under this contract.

1.99. "Material Change to Operations" means any change in overall business operations including changes to policies, processes and protocols, such as prior authorization or retrospective review, which

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affects, or can reasonably be foreseen to affect, the Contractor's ability to meet the performance standards as described in this contract. It also includes any change that would impact more than five percent (5%) of total membership.

1.100. "Material Change to the Provider Network" means one which affects, or can reasonably be foreseen to affect, the Contractor's ability to meet the performance and network standards as described in this contract. It also includes any change that would cause more than five percent (5%) of members in GSA 6 to change the location where services are delivered or results in changes in services, changes in covered benefits, changes in geographic service areas, changes in payments, addition of new populations eligible for services, and change in service capacity to meet the needs of the SABG Block Grant priority populations.

1.101. "Material Gap" means a temporary change in a provider network that may reasonably be foreseen to jeopardize the delivery of covered health services to an identifiable segment of the member population.

1.102. "Material Omission" means facts, data or other information excluded from a report, contract, the absence of which could lead to erroneous conclusions following reasonable review of such report or contract.

1.103. "May" means something is permissive.

1.104. "Medicaid" means the federal/state program authorized by Title XIX of the Social Security Act, as amended.

1.105. "Medical Expense Deduction" (MED) means Title XIX waiver member whose family income exceeds the limits of all other Title XIX categories (except ALTCS) and has family medical expenses that reduce income to or below 40% of the FPL. MED members may or may not have a categorical link to Title XIX.

1.106. "Medical Institution" means an acute care hospital, psychiatric hospital, Residential Treatment Center, Intermediate Care Facility for People with Mental Retardation (ICF/MR) or Skilled Nursing Facility (SNF).

1.107. "Medically Necessary Covered Services" means covered services provided by qualified service providers within the scope of their practice to prevent disease, disability and other adverse health conditions or their progression or to prolong life. Medically necessary services are aimed at achieving the following: the prevention, diagnosis, and treatment of health and behavioral health impairments; the ability to achieve age-appropriate growth and development; and the ability to attain, maintain, or regain functional capacity.

1.108. "Medical Records" means all communications related to a member's behavioral or physical health condition recorded in any form or medium and maintained for purposes of diagnosis or treatment, including medical records that are prepared by a health care provider or by other providers. Medical records do not include materials that are prepared in connection with utilization review, peer review or quality assurance activities, including records that a health care provider prepares pursuant to A.R.S. §§

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36-441, 36-445, 36-2402 or 36-2917. Medical records do not include recorded telephone and radio calls to and from a publically-operated emergency dispatch office that relate to requests for emergency services or reports of suspected criminal activity, but include communications that are recorded in any form or medium between emergency medical personnel and medical personnel concerning the diagnosis or treatment of a person, A.R.S. § 12-2291.

1.109. "Medicare" means the federal health care program authorized by Title XVIII of the Social Security Act, as amended.

1.110. "Medicare Managed Care Plan" means a managed care entity that has a Medicare contract with CMS to provide services to Medicare beneficiaries, including a Medicare Advantage Plan (MAP), a Medicare Advantage Prescription Drug Plan (MAPDP), a MAPDP Special Needs Plan, or a Medicare Prescription Drug Plan.

1.111. "Medicare Modernization Improvement Act of 2003" means the federal law that created a prescription drug benefit called Medicare Part D for individuals who are eligible for Medicare Part A and/or enrolled in Medicare Part B.

1.112. "Medicare Part D Excluded Drugs" means the prescription drug coverage option available to Medicare beneficiaries, including Dual Eligible members. Medications that are available under this benefit are not covered by AHCCCS for dual eligible members. Certain drugs that are excluded from coverage by Medicare continue to be covered by AHCCCS. Those medications are barbiturates, benzodiazepines, and over-the-counter medication as defined in the AMPM. Prescription medications that are covered under Medicare, but are not on a Part D health plan's formulary are not considered excluded drugs, and are not covered by AHCCCS.

1.113. "Medications List" has the same meaning as "Formulary".

1.114. "Member" means a person who is eligible for or is receiving covered services under this Contract.

1.115. "Member Information Materials" means the materials given to members including: Member Handbooks, member newsletters, surveys, health-related brochures videos, templates of form letters and website content.

1.116. "Metropolitan Phoenix" means the area that encompasses the following: Apache Junction, Avondale, Chandler, El Mirage, Fountain Hills, Gilbert, Glendale, Mesa, Paradise Valley, Peoria, Phoenix, Scottsdale, Sun City/Sun City West, Surprise, Tempe, Tolleson, and Youngtown.

1.117. "Must" denotes the imperative.

1.118. "Non-Contracting Provider" means a person or entity that provides services as prescribed in A.R.S. § 36-2901, but does not have a subcontract with the Contractor.

1.119. "Non-Title XIX/XXI Funding" means fixed, non-capitated funds, including funds from MHBG, SABG, County, other funds and State appropriations (excluding state appropriations for state match to

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support Title XIX and Title XXI programs), which are used to fund services to Non-Title XIX/XXI eligible persons and for medically necessary services not covered by Title XIX or Title XXI programs.

1.120. “Non-Title XIX/XXI Member” or “Non-Title XIX/XXI Person” means an individual who needs or may be at risk of needing covered health-related services, but does not meet federal and State requirements for Title XIX or Title XXI eligibility.

1.121. “Non-Title XIX/XXI SMI Member” means a Non-Title XIX/XXI member who has met the criteria to be designated as Seriously Mentally Ill.

1.122. “Outreach” means activities to identify and encourage members or potential members, who may be in need of, but not yet receiving physical or behavioral health services.

1.123. “Performance Standards” means a set of standardized measures designed to evaluate, compare and improve the Contractor’s performance.

1.124. “Pharmacy Encounter Data” means a retail pharmacy encounter until such time AHCCCS expands Federal Drug Rebate processing to include all other pharmaceuticals reported on professional and outpatient facility encounters.

1.125. “*Physician Incentive Plan*” means any compensation arrangement to pay a physician or physician group that may directly or indirectly have the effect of reducing or limiting the services provided to any plan enrollee.

1.126. “Primary Care Provider” (PCP) means an individual who meets the requirement of A.R.S. § 36-2901, and is responsible for the management of a member’s health care. A PCP may be a physician defined as a person licensed as an allopathic or osteopathic physician according to A.R.S. Title 32, Chapter 13 or Chapter 17, or a practitioner defined as physician assistant licensed under A.R.S. Title 32, Chapter 25, or a certified nurse practitioner licensed under A.R.S. Title 32, Chapter 15.

1.127. “Primary Prevention” means the use of strategies to decrease the number of new cases of a physical or behavioral health disorder or illness.

1.128. “Potential Member” means a person that could be eligible for Medicaid funded or other services, but is not yet enrolled with AHCCCS or the Contractor 42 CFR 438.10(a).

1.129. “Prior Authorization” means an action taken by ADHS/DBHS, the Contractor or AHCCCS when a subcontracted provider requests approval for the reimbursement of a covered service prior to the service being provided to a member.

1.130. “Prior Period Coverage” means the period of time prior to the Title XIX member’s enrollment during which the member is eligible for covered services, which is from the effective date of eligibility to the day the member is enrolled with the Contractor. ADHS will retroactively backdate the date of effective eligibility based on 834 data supplied by AHCCCS. The prior period may include coverage of services

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provided prior to the contract year and in a Geographic Service Area where the Contractor was not contracted at the time of service delivery.

1.131. "Privileging" means the process used to determine if credentialed clinicians are competent to perform certain treatment interventions, based on training, supervised practice and/or competency testing.

1.132. "Provider" or "Service Provider" means a person or entity that subcontracts with ADHS/DBHS, the Contractor or AHCCCS for the delivery of covered services to members.

1.133. "Provider Network" means the agencies, facilities, professional groups and professionals or other persons under subcontract to the Contractor to provide covered services to members.

1.134. "Psychiatrist" means a person who is a licensed physician as defined in A.R.S. Title 32, Chapter 13 or Chapter 17 and who holds psychiatric board certification from the American Board of Psychiatry and Neurology, the American College of Osteopathic Neurologist and Psychiatrist; or the American Osteopathic Board of Neurology and Psychiatry; or is board eligible.

1.135. "Rehabilitation Services Administration" (RSA) means the Division within ADES.

1.136. "Regional Behavioral Health Authority" (RBHA) means an organization under contract with ADHS, which administers covered health services in a geographically specific area of the state.

1.137. "Related Parties" means, but is not limited to, agents, managing employees, persons with an ownership or controlling interest in the Contractor or Contractor's immediate families, subcontractors, wholly-owned subsidiaries or suppliers, parent companies, sister companies, holding companies, and other entities controlled or managed by any such entities or persons.

1.138. "Related Party" means a party that has, or may have, the ability to control or significantly influence a Contractor, or a party that is, or may be, controlled or significantly influenced by a Contractor.

1.139. "Rural Health Clinic" (RHC) means a clinic located in an area designated by the Bureau of Census as rural, and by the Secretary of the U.S. Department of Health and Human Services (DHHS) as medically underserved or having an insufficient number of physicians, meeting the requirements under 42 CFR 491.

1.140. "SAMHSA" means the Substance Abuse and Mental Health Services Administration, which is a part of the U.S. Public Health Service that provides funding through block grants for direct substance abuse and mental health services including substance abuse prevention and addiction treatment.

1.141. "Serious Mental Illness" (SMI) means a condition of persons who are eighteen (18) years of age or older and who, as a result of a mental disorder as defined in A.R.S § 36-550, exhibit emotional or behavioral functioning which is so impaired as to interfere substantially with their capacity to remain in the community without supportive treatment or service of a long term or indefinite duration. In these persons, mental disability is severe and persistent, resulting in long-term limitation of their functional capacities for



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primary activities of daily living such as interpersonal relationships, homemaking, self-care, employment and recreation.

1.142. "Shall" means something is mandatory.

1.143. "Should" denotes a preference.

1.144. "SMI Eligibility Determination" means the process, after assessment and submission of required documentation to determine, whether a member meets the criteria for Serious Mental Illness.

1.145. "SMI Member" means a person who meets the criteria for Serious Mental Illness.

1.146. "SMI Member Receiving Physical Health Care Services" means a Title XIX eligible adult who is eligible to receive both behavioral and physical health care services from the Contractor.

1.147. "SOBRA" means eligible pregnant women under Section 9401 of the Sixth Omnibus Budget and Reconciliation Act of 1986, amended by the Medicare Catastrophic Coverage Act of 1988, ((42 U.S.C. 1396a(a)(10)(A)(ii)(IX)), November 5, 1990), with individually budgeted incomes at or below 150% of the FPL, and children in families with individually budgeted incomes ranging from below 100% to 140% of the FPL, depending on the age of the child.

1.148. "Specifications" has the same meaning as described in A.R.S. § 41-2561 and includes the Scope of Work.

1.149. "Speed of Answer" (SOA) means the on-line wait time in seconds that the member/provider waits from the moment the call is connected in the Contractor's phone switch until the call is picked up by a Contractor representative or Interactive Voice Recognition System (IVR). If the Contractor has IVR capabilities, callers must be given the choice of completing their call by IVR or by Contractor representative.

1.149-A "Staff" means, and applies when used in the Scope of Work and Documents Incorporated by Reference, a person that is employed by the Contractor or under contract by the Contractor to perform Contract services.

1.150. "State-Only Transplants Members" means individuals who are eligible under one of the Title XIX eligibility categories and found eligible for a transplant, but subsequently lose Title XIX eligibility due to excess income, becoming eligible for one of two extended eligibility options as specified in A.R.S. §§ 36-2907.10 and 36-2907.11.

1.151. "Subsidiary" means an entity owned or controlled by the Contractor.

1.152. "Subcontract" means any contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of this Contract.

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1.153. “Substance Abuse Adults” (SA) is a classification of adults age eighteen (18) and older who have been diagnosed with a substance use disorder, have not been determined to have a Serious Mental Illness and are eligible for substance abuse treatment services.

1.154. “Substance Use Disorders” means a range of conditions that vary in severity over time, from problematic, short-term use/abuse of substances to severe and chronic disorders requiring long-term and sustained treatment and recovery management.

1.155. “Supplemental Security Income” or “SSI and SSI Related Groups” means an eligible individual receiving income through federal cash assistance programs under Title XVI of the Social Security Act who are aged, blind or disabled and have household income levels at or below 100% of the FPL.

1.156. “Support Services” are covered services as defined the ADHS/DBHS Covered Behavioral Health Services Guide.

1.157. “System Upgrade” means any upgrade or changes to a data collection or information system that may result in disruption to Contractor services such as loading of contracts, providers or members; issuing prior authorizations; or adjudication of claims.

1.158. “Temporary Assistance to Needy Families” (TANF) means the federal cash assistance program under Title IV of the Social Security Act established by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

1.159. “Third Party Liability” means sources available to pay all or a portion of the cost of services incurred by a person.

1.160. “Ticket to Work” has the same meaning as “Freedom to Work”.

1.161. “Title XIX” means Title XIX of the Social Security Act, as amended, which is the federal statute authorizing Medicaid.

1.162. “Title XIX Covered Services” means the covered services identified in the ADHS/DBHS Covered Behavioral Health Services Guide and the physical health services described in Exhibit 4, Physical Health Care Service Description.

1.163. “Title XIX Eligible Person” or “Title XIX Member” means an individual who meets Federal and State requirements for Title XIX eligibility.

1.164. “Title XIX Waiver Group”—AHCCCS Care (Non-MED) means eligible individuals and couples whose income is at or below one hundred percent (100%) of the FPL and who are not categorically linked to another Title XIX program.

1.165. “Title XXI” means Title XXI of the Social Security Act, referred to in federal legislation as the State Children’s Health Insurance Program (SCHIP). The Arizona version of SCHIP is referred to as KidsCare.

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1.166. "Title XXI Eligible Person" or "Title XXI Eligible Member" means an individual who meets federal and state requirements for Title XXI eligibility.

1.167. "Title XXI Member" means a member eligible to receive medically necessary physical health care services under the SCHIP program, which in Arizona is known as "KidsCare".

1.168. "Total Plan Case" means a case where payments for services rendered to the member are exclusively the responsibility of the Contractor and where fee-for-service payments and/or reinsurance is not involved.

1.169. "Trauma-informed Care" (TIC) means an approach to engaging people with histories of trauma that recognizes the presence of trauma symptoms and acknowledges the role that trauma has played in the lives of people who receive services and people who provide services (SAMSHA Center for Trauma Informed Care).

1.170. "Tribal RBHA" (TRBHA) means an American Indian tribe that has an IGA with ADHS/DBHS to coordinate the delivery of behavioral health services to members of a federally recognized Tribal Nation.

1.171. "Vital Materials" includes the Member Handbook; notices for denials, reductions, suspensions or terminations of services; consent forms; communications requiring a response from the member; detailed description of Early Periodic Screening, Diagnostic and Treatment (EPSDT) services; informed consent; and, all grievance, appeal and request for State fair hearing information. Vital materials are notices for denials, reductions, suspensions or terminations of services; consent forms; communications requiring a response from the member; informed consent and all grievance, appeal and request for State fair hearing information in the ADHS/DBHS Policy on Notice Requirements and Appeal Process for Title XIX/XXI Eligible Persons and Notice and Appeal Requirements (SMI and Non-SMI/Non-Title XIX/XXI) (42 CFR 438.404(a) and 42 CFR 438.10(c)).

**EXHIBIT-2**  
**ACRONYMS**  
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Exhibit 2 provides commonly used Acronyms used in this Contract. This list is provided for informational purposes only and may not include every Acronym contained in the Contract.

<b>Acronym</b>	<b>Name</b>
AAC	Arizona Administrative Code
AAR	Arizona Administrative Register
ACORD	Association for Cooperative Operations Research and Development
ACOM	Arizona Healthcare Cost Containment System Contractor Operational Manual
ACT	Assertive Community Treatment
ADA	Americans with Disabilities Act
ADE	Arizona Department of Education
ADES	Arizona Department of Economic Security
ADES/CPS	Arizona Department of Economic Security, Child Protective Services
ADES/DCYF	Arizona Department of Economic Security, Division of Children, Youth and Families
ADES/DDD	Arizona Department of Economic Security, Division of Developmental Disabilities
ADES/RSA	Arizona Department of Economic Security, Rehabilitation Services Administration
ADHS	Arizona Department of Health Services
ADHS/DBHS	Arizona Department of Health Services/Division of Behavioral Health
ADJC	Arizona Department of Juvenile Correction
ADOC	Arizona Department of Corrections
ADOH	Arizona Department of Housing
AHCCCS	Arizona Healthcare Cost Containment System
AHIP	American Indian Health Program
ALOS	Average Length of Stay
ALTCS	Arizona Long Term Care System
AMPM	Arizona Healthcare Cost Containment System Medical Policy Manual

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AR	Abandoned Rate
ARS	Arizona Revised Statutes
ASAM	American Society of Addiction Medicine
ASDB	Arizona State Schools for the Deaf and Blind
ASH	Arizona State Hospital
ASH LINE	Arizona's Smokers Help Line
ASIIS	Arizona State Immunization Information System
ASIST	Applied Suicide Intervention Skills Training
AzEIP	Arizona Early Intervention Program
BCCTP	Breast Cervical Cancer Treatment Program
BH	Behavioral Health
CAP	Corrective Action Plan
CCO	Chief Clinical Officer
CCP	Cultural Competency Plan
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CFT	Child and Family Team
CIS	Client Information System
CLAS	National Culturally Linguistically and Appropriate Service Standards
CLEAR	Council on Licensure, Enforcement and Regulation
CLIA	Clinical Laboratory Improvement Amendments
CMDP	Comprehensive Medical and Dental Plan
MHBG	Mental Health Block Grant
CMO	Chief Medical Officer

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CMP	Care Management Program
CMS	Center for Medicare and Medicaid Services
CPHQ	Certified Professional in Healthcare Quality
CPS	Arizona Department of Economic Security/Division of Children Youth and Families/Child Protective Services
CRS	Children's Rehabilitative Services
CSA	Community Services Agency
CVO	Credential Verification Organization
CY	Contract Year
DASIS	Drug and Alcohol Services Information System
DBHS	Division of Behavioral Health
DCYF	Arizona Department of Economic Security, Division of Children, Youth and Families
DDD	Arizona Department of Economic Security, Division of Developmental Disabilities
DES	Arizona Department of Economic Security
DFSM	Division for Fee for Service Management
DHHS	U.S. Department of Health and Human Services
DIBR	Documents Incorporated by Reference
DME	Durable Medical Equipment
DRA	Deficit Reduction Act of 2005
DSM	Diagnostic and Statistical Manual of International Classification of Disorders
ED	Emergency Department
EHR	Electronic Health Records
EMS	Emergency Medical Services
EOC	Episode of Care
EPLS	Excluded Provider List System
EPSDT	Early Periodic Screening Diagnostic and Treatment Service

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EQRO	External Quality Review Organization
F.I.R.S.T.	Families in Recovery Succeeding Together
FCCR	First Contact Call Resolution Rate
FES	Federal Emergency System
FFS	Fee for Service
FPL	Federal Poverty Level
FQHC	Federally Qualified Health Centers
FTP	File Transfer Protocol
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GME	Graduate Medical Education
GMH	General Mental Health Adults
GSA	Geographical Service Area
HCAC	Health Care Acquired Condition
HCTC	Home Care Training to Home Care Client
HHS	Health and Human Services
HIE	Health Information Exchange
HIPAA	Health Insurance Portability and Accountability Act
HITECH	Health Information Technology for Economic and Clinical Health Act
HIV	Human Immunodeficiency Virus
HRC	Human Rights Committee
IAD	Incident, Accident and Death
ICF/MR	Intermediate Care Facility for People with Mental Retardation
ID	Identification
IHS	Indian Health Service

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IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Plan
IGA	Intergovernmental Agreement
IMD	Institution for Mental Disease
ISA	Interagency Service Agreement
IVR	Medicaid Eligibility Verification Service
LEIE	List of Excluded Individuals/Entities
LEP	Limited English Proficiency
MAP	Medicare Advantage Plan
MAPDP	Medicare Advantage Prescription Drug Plan
MASL	Monthly Average Service Level
MCE	Medical Care Evaluation
MCO	Managed Care Organization
MED	Medical Expense Deduction
MEVS	Medicaid Eligibility Verification Service
MIS	Management Information System
MM/UM	Medical Management/Utilization Management
MPS	Minimum Performance Standard
MRPDL	AHCCCS Minimum Required Prescription Drug List
MSBC	Medicaid School Based Claiming
NACHA	National Automated Clearing House Association
NOA	Notice of Action
NOMS	National Outcome Measures
NPI	National Provider Identifier
OIG	Office of Inspector General



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OMB	Office of Management and Budget
OPI	Office Program Integrity
OPPC	Other Provider-Preventable Condition
NON-MED	Non-Medical Expense Deduction Member
PASRR	Pre-Admission Screening and Resident Review
PCP	Primary Care Provider
PIP	Performance Improvement Plan, Process or Projects
PMMIS	AHCCCS Prepaid Medical Management Information System
QIO	Quality Improvement Organizations
QM	Quality Management
QOC	Quality of Care Concern
RBHA	Regional Behavioral Health Authority
RFP	Request for Proposal
RHC	Rural Health Clinic
RSA	Arizona Department of Economic Security, Rehabilitation Services Administration
RTC	Residential Treatment Center
SA	Substance Abuse
SAMHSA	Substance Abuse and Mental Health Services Administration
SABG	Substance Abuse Block Grant
SCHIP	State Children's Health Insurance Program
SMI	Serious Mental Illness
SNF	Skilled Nursing Facility
SOA	Speed of Answer
SOBRA	Sixth Omnibus Budget and Reconciliation Act of 1986, amended by the Medicare Catastrophic Coverage Act of 1988
SSI	Supplemental Security Income

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SSI-MAO	Social Security Income Management Administration Office
SSL	Secure Sockets Layer
TANF	Temporary Assistance to Needy Families
TIC	Trauma Informed Care
TDD	Telecommunications Device for the Deaf
TRBHA	Tribal Regional Behavioral Health Authority
UR	Utilization Review
ZIP	Zone Improvement Plan

DRAFT

**EXHIBIT-3**

**MEDICARE REQUIREMENT TO COORDINATE CARE FOR DUAL  
ELIGIBLE SMI MEMBERS  
CONTRACT NO: ADHS13-043918**

Reserved

DRAFT

**EXHIBIT-4**  
**PHYSICAL HEALTH CARE SERVICE DESCRIPTION**  
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When medically necessary, Contractor shall deliver the following physical health care services to SMI members eligible to receive physical health care services:

- 4.1. *Ambulatory Surgery* includes surgical services for either emergency or scheduled surgeries when provided in an ambulatory or outpatient setting, such as a freestanding surgical center or a hospital-based outpatient surgical setting.
- 4.2. *American Indian Health Program (AIHP)* Contractor is responsible for reimbursement to IHS or tribal facilities for services provided to Title XXI American Indian members enrolled with the Contractor. The Contractor may choose to subcontract with an IHS or "638 Tribal Facility" as part of its provider network for the delivery of Title XXI covered services. Expenses incurred by the Contractor for Title XXI services billed by an IHS or "638 Tribal Facility" shall be encountered and considered in capitation rate development.
- 4.3. *Anti-hemophilic Agents and Related Services* includes services for the treatment of hemophilia and Von Willebrand's disease.
- 4.4. *Audiology* includes medically necessary audiology services to evaluate hearing loss for all members, on both an inpatient and outpatient basis. Hearing aids are covered only for members age eighteen (18) to twenty (20) receiving EPSDT services.
- 4.5. *Chiropractic Services* includes chiropractic services to members age eighteen (18) to twenty (20) when prescribed by the member's PCP and approved by the Contractor in order to ameliorate the member's medical condition. Medicare approved chiropractic services for any member shall be covered, subject to limitations specified in 42 CFR 410.21, for Qualified Medicare Beneficiaries, regardless of age, if prescribed by the member's PCP and approved by the Contractor.
- 4.6. *Dialysis* includes medically necessary dialysis, supplies, diagnostic testing and medication for all members when provided by Medicare-certified hospitals or Medicare-certified end stage renal disease (ESRD) providers. Services may be provided on an outpatient basis or on an inpatient basis if the hospital admission is not solely to provide chronic dialysis services.
- 4.7. *Early and Periodic Screening, Diagnostic and Treatment (EPSDT)* includes comprehensive health care services through primary prevention, early intervention, diagnosis and medically necessary treatment to correct or ameliorate defects and physical or mental illness discovered by the screenings for members age eighteen (18) to twenty (20). The Contractor shall ensure that these members receive required screenings including a comprehensive history, developmental/behavioral health screening, comprehensive unclothed physical examination, appropriate vision testing, hearing testing, laboratory tests, dental screenings and immunizations in compliance with the AHCCCS periodicity schedule, and the AHCCCS dental periodicity schedule (Exhibit 430-1 in the AHCCCS Medical Policy Manual) and submit all applicable EPSDT reports as required by the AHCCCS Medical Policy Manual to ADHS/DBHS. EPSDT providers must document immunizations into ASIIS and enroll every

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year in the Vaccine for Children (VFC) program. The Contractor is encouraged to assign EPSDT-aged members to providers that are trained on and who use AHCCCS-approved developmental screening tools.

- 4.8. *Early Detection Health Risk Assessment, Screening, Treatment and Primary Prevention* includes primary prevention health education and health care services through screening, diagnostic and medically necessary treatment for members twenty-one (21) years of age and older. These services include, but are not limited to, screening and treatment for hypertension; elevated cholesterol; colon cancer; sexually transmitted diseases; tuberculosis; HIV/AIDS; breast and cervical cancer; and prostate cancer. Nutritional assessment and treatment are covered when medically necessary to meet the over and under nutritional needs of members who may have a chronic debilitating disease. Physical examinations, diagnostic work-ups and medically necessary immunizations are also covered in accordance with A.A.C. R9-22-205. Well exams including physical examinations in the absence of any known disease or symptom or any specific medical complaint by the member precipitating the examination is not covered.
- 4.9. *Emergency Services* includes emergency services specified in the AHCCCS Medical Policy Manual Policy and, at a minimum, as follows:
- 4.9.1. Emergency services facilities adequately staffed by qualified medical professionals to provide pre-hospital, emergency care on a twenty-four (24) hour a day, seven (7) day a week basis, for an emergency medical condition as defined by A.A.C. Title, 9, Chapter 22, Article 1. Emergency medical services are covered without prior authorization. The Contractor is encouraged to subcontract with emergency service facilities for the provision of emergency services. The Contractor shall be responsible for educating members and providers regarding appropriate utilization of emergency room services including behavioral health emergencies;
- 4.9.2. All medical services necessary to rule out an emergency condition; and
- 4.9.3. Emergency transportation.
- 4.9.4. Per Medicaid Managed Care regulations, 42 CFR 438.114; 42 CFR 422.113; and 42 CFR 422.133, the following conditions apply with respect to coverage and payment of emergency services:
- 4.9.4.1. The Contractor must cover and pay for emergency services regardless of whether the provider that furnishes the service has a subcontract with the Contractor.
- 4.9.4.2. The Contractor may not deny payment for treatment obtained under either of the following circumstances:

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- 4.9.4.2.1. A member had an emergency medical condition, including cases in which the absence of medical attention would not have resulted in the outcomes identified in the definition of emergency medical condition under 42 CFR 438.114; or
- 4.9.4.2.2. Contractor's representative, an employee or subcontracting provider, instructs the member to seek emergency medical services.
- 4.9.4.3. Additionally, the Contractor may not:
  - 4.9.4.3.1. Limit what constitutes an emergency medical condition as defined in 42 CFR 438.114, on the basis of lists of diagnoses or symptoms.
  - 4.9.4.3.2. Refuse to cover emergency services based on the failure of the emergency room provider, hospital, or fiscal agent to notify the Contractor of the member's screening and treatment within ten (10) calendar days of presentation for emergency services. Claims submission by the hospital within ten (10) calendar days of presentation for the emergency services constitutes notice to the Contractor. This notification requirement applies only to the provision of emergency services.
  - 4.9.4.3.3. Require notification of Emergency Department treat and release visits as a condition of payment unless the Contractor has prior approval from ADHS/DBHS.
- 4.9.4.4. A member who has an emergency medical condition may not be held liable for payment of subsequent screening and treatment needed to diagnose the specific condition or stabilize the patient.
- 4.9.4.5. The attending emergency physician, or the provider actually treating the member, is responsible for determining when the member is sufficiently stabilized for transfer or discharge, and such determination is binding on the Contractor responsible for coverage and payment. The Contractor shall comply with Medicaid Managed Care guidelines regarding the coordination of post-stabilization care.
- 4.9.4.6. Additional information and requirements regarding emergency services is contained in AAC R9-22-201, et seq. and 42 CFR 438.114.

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4.10. *Family Planning* includes family planning services in accordance with the AHCCCS Medical Policy Manual, for all members who choose to delay or prevent pregnancy. These include medical, surgical, pharmacological and laboratory services, as well as contraceptive devices. Information and counseling, which allow members to make informed decisions regarding family planning methods, shall also be included. If the Contractor does not provide family planning services, it must subcontract for these services through another health care delivery system.

4.11. *Foot and Ankle Services for members age eighteen (18) to twenty (20)* includes foot and ankle care services for members age eighteen (18) to twenty (20) to include bunionectomies, casting for the purpose of constructing or accommodating orthotics, medically necessary orthopedic shoes that are an integral part of a brace, and medically necessary routine foot care for patients with a severe systemic disease that prohibits care by a nonprofessional person.

4.12. *Foot and Ankle Services for member age twenty-one (21) and older* includes foot and ankle care services to include wound care, treatment of pressure ulcers, fracture care, reconstructive surgeries, and limited bunionectomy services. Medically necessary routine foot care services are only available for members with a severe systemic disease that prohibits care by a nonprofessional person as described in the AHCCCS Medical Policy Manual. Services are not covered for members twenty-one (21) years of age and older, when provided by a podiatrist or podiatric surgeon.

4.13. *Home and Community Based Services (HCBS)* includes Assisted Living facility, alternative residential setting, or home and community based services as defined in A.A.C. Title, 9, Chapter 22, Article 2 and A.A.C. Title, 9, Chapter 28, Article 2 that meet the provider standards described in A.A.C. Title, 9, Chapter 28, Article 5, and subject to the limitations set forth in the AHCCCS Medical Policy Manual. These services are covered in lieu of a nursing facility.

4.14. *Home Health* includes services provided under the direction of a physician to prevent hospitalization or institutionalization and may include nursing, therapies, supplies and home health aide services provided on a part-time or intermittent basis.

4.15. *Hospice* includes covered services for members that are certified by a physician as being terminally ill and having six months or less to live. Additional detail on covered hospice services is contained in AHCCCS Medical Policy Manual.

4.16. *Hospital inpatient services* include semi-private accommodations for routine care, intensive and coronary care, surgical care, obstetrics and newborn nurseries, and behavioral health emergency/crisis services. If the member's medical condition requires isolation, private inpatient accommodations are covered. Nursing services, dietary services and ancillary services such as laboratory, radiology, pharmaceuticals, medical supplies, blood and blood derivatives, etc. are also covered. Outpatient hospital services include any of the above services which may be appropriately provided on an outpatient or ambulatory basis such as laboratory, radiology, therapies and ambulatory surgery. Observation services may be provided on an outpatient basis, if determined reasonable and necessary to decide whether the member should be admitted for inpatient care. Observation services include the use of a bed and periodic monitoring by hospital

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nursing staff and other staff to evaluate, stabilize or treat medical conditions of a significant degree of instability and disability. Additional detail on limitations on hospital stays is contained in the AHCCCS Medical Policy Manual.

4.17. *Immunizations* include immunizations for adults age twenty-one (21) years and older including but not limited to: medically necessary diphtheria, tetanus, pertussis vaccine (DTap), influenza, pneumococcus, rubella, measles and hepatitis-B and others as medically indicated. Immunizations for members age eighteen (18) to twenty (20) include, but are not limited to: diphtheria, tetanus, pertussis vaccine (DTaP), inactivated polio vaccine (IPV), measles, mumps, rubella vaccine (MMR), H. influenza, type B (HIB), hepatitis B (Hep B), hepatitis A (Hep A), Human Pappiloma virus (HPV) through age twenty (20) for both males and females, pneumococcal conjugate (PCV) and varicella zoster virus (VZV) vaccine. Additional detail on current immunization requirements is contained in the AHCCCS Medical Policy Manual.

4.18. *Incontinence Supplies* includes incontinence supplies as specified in A.A.C. R9-22-212 and the AHCCCS Medical Policy Manual.

4.19. *Laboratory* includes laboratory services for diagnostic, screening and monitoring purposes are covered when ordered by the member's PCP, other attending physician or dentist, and provided by a CLIA (Clinical Laboratory Improvement Act) approved free-standing laboratory or hospital laboratory, clinic, physician office or other health care facility laboratory. Upon written request, the Contractor may obtain laboratory test data on members from a laboratory or hospital-based laboratory subject to the requirements specified in A.R.S. § 36-2903(Q) and (R). The data shall be used exclusively for quality improvement activities and health care outcome studies required and approved by ADHS/DBHS.

4.20. *Maternity* includes pre-conception counseling, pregnancy identification, prenatal care, treatment of pregnancy related conditions, labor and delivery services, and postpartum care for members. Services may be provided by physicians, physician assistants, nurse practitioners, certified nurse midwives, or licensed midwives. Additional details for maternity services are contained in Scope of Work, Section 7.6. The Contractor shall allow women to receive up to forty-eight (48) hours of inpatient hospital care after a routine vaginal delivery and up to ninety-six (96) hours of inpatient care after a cesarean delivery. The attending health care provider, in consultation with the mother, may discharge the mother prior to the minimum length of stay. The Contractor shall inform all pregnant members of voluntary prenatal testing and the availability of medical counseling if the test is positive. The Contractor shall provide information in the member handbook and annually in the member newsletter, to encourage pregnant women to be tested and instructions about where to be tested. Semi-annually, the Contractor shall report to ADHS, the number of pregnant women who have been identified as HIV/AIDS-positive. This report is due no later than thirty (30) days after the end of the second and fourth quarters of the Contract Year.

4.21. *Medical Foods* includes foods subject to the limitations the AHCCCS Medical Policy Manual for members diagnosed with a metabolic condition included under the ADHS/DBHS Newborn Screening Program and specified in the AHCCCS Medical Policy Manual. Medical foods,



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including metabolic formula and modified low protein foods, must be prescribed or ordered under the supervision of a physician.

4.22. *Medical Supplies, Durable Medical Equipment (DME), and Prosthetic Devices:* includes services prescribed by the member's PCP, attending physician or practitioner, or by a dentist as described in the AHCCCS Medical Policy Manual. Prosthetic devices must be medically necessary and meet criteria as described in the AHCCCS Medical Policy Manual. For persons age twenty-one (21) or older, ADHS/DBHS will not pay for microprocessor controlled lower limbs and microprocessor controlled joints for lower limbs. Medical equipment may be rented or purchased only if other sources are not available which provide the items at no cost. The total cost of the rental must not exceed the purchase price of the item. Reasonable repairs or adjustments of purchased equipment are covered to make the equipment serviceable and/or when the repair cost is less than renting or purchasing another unit.

4.23. *Nursing Facility* includes services in nursing facilities and religious non-medical health care institutions for members that require short-term convalescent care not to exceed ninety (90) days per Contract Year. In lieu of a nursing facility, the member may be placed in an assisted living facility, an alternative residential setting, or receive home and community based services as defined in Exhibit 4.13 above. Nursing facility services must be provided in a dually-certified Medicare/Medicaid nursing facility, which includes in the per-diem rate: nursing services; basic patient care equipment and sickroom supplies; dietary services; administrative physician visits; non-customized DME; necessary maintenance and rehabilitation therapies; over-the-counter medications; social, recreational and spiritual activities; and administrative, operational medical direction services. Additional detail on Nursing Facility Reimbursement is contained in the Scope of Work, Section 16.2 The Contractor shall notify the ADHS Office of Medical Management by email, when a member has been residing in a nursing facility for forty-five (45) days to allow ADHS/DBHS to follow-up on the status of the member's ALTCS application and to consider potential fee-for-service coverage, if the stay goes beyond the ninety (90) day per Contract Year maximum. The notice should be sent via e-mail to [DBHSMedicalManagement@azdhs.gov](mailto:DBHSMedicalManagement@azdhs.gov) and must include the following:

- 4.23.1. Member name;
- 4.23.2. AHCCCS ID;
- 4.23.3. Date of birth;
- 4.23.4. Name of facility;
- 4.23.5. Admission date to the facility
- 4.23.6. Date forty-five (45) day limit is reached; and
- 4.23.7. Name of contractor of enrollment.

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4.24. *Nutrition* includes nutritional assessments conducted as a part of the EPSDT screenings for members under age eighteen (18) to twenty (20), and to assist members twenty-one (21) years of age and older whose health status may improve with over and under nutritional intervention. Assessment of nutritional status on a periodic basis may be provided as determined necessary, and as a part of the health risk assessment and screening services provided by the member's PCP. Assessments may also be provided by a registered dietitian when ordered by the member's PCP. Nutritional therapy on an enteral, parenteral or oral basis, when determined medically necessary to provide either complete daily dietary requirements or to supplement a member's daily nutritional and caloric intake is covered according to criteria specified in the AHCCCS Medical Policy Manual.

4.25. *Oral Health* includes medically necessary dental services to members age eighteen (18) to twenty (20) including emergency dental services, dental screening and preventive services in accordance with the AHCCCS Dental Periodicity Schedule, as well as therapeutic dental services, dentures, and pre-transplantation dental services. The Contractor shall monitor compliance with the AHCCCS Dental Periodicity Schedule for dental screening services. The Contractor shall ensure that members are notified when dental screenings are due if the member has not been scheduled for a visit. If a dental screening is not received by the member, a second notice must be sent. Members age eighteen (18) to twenty (20) may request dental services without referral and may choose a dental provider within the Contractor's provider network. For members twenty-one (21) years of age and older, the Contractor shall cover medical and surgical services furnished by a dentist only to the extent such services may be performed under state law either by a physician or by a dentist in conformance with A.A.C. R9-22-207. These services would be considered physician services if furnished by a physician. Limited dental services are covered for pre-transplant candidates and for members with cancer of the jaw, neck or head. Additional detail on oral health services is contained in the AHCCCS Medical Policy Manual.

4.26. *Orthotics* includes services for members age eighteen (18) to twenty (20) prescribed by the member's PCP, attending physician, practitioner, or by a dentist as described in the AHCCCS Medical Policy Manual. Medical equipment may be rented or purchased only if other sources, which provide the items at no cost, are not available. The total cost of the rental must not exceed the purchase price of the item. Reasonable repairs or adjustments of purchased equipment are covered for all members to make the equipment serviceable and/or when the repair cost is less than renting or purchasing another unit. The component will be replaced if at the time authorization is sought documentation is provided to establish that the component is not operating effectively.

4.27. *Physician* includes physician services for medical assessment, treatments and surgical services provided by licensed allopathic or osteopathic physicians.

4.28. *Post-stabilization Care Services Coverage and Payment* includes services, related to an emergency medical condition, provided after the member's condition is sufficiently stabilized in order to maintain, improve or resolve the member's condition so that the member could be safely discharged or transferred to another location 42 CFR 438-114(a). Pursuant to A.A.C. R9-22-210 and 42 CFR 438.114; 42 CFR 422.113(c) and 42 CFR 422.133, the following conditions apply for

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coverage and payment of emergency and of post-stabilization care services, except where otherwise stated in this Contract:

4.28.1. The Contractor must cover and pay for post-stabilization care services without authorization, regardless of whether the provider that delivers the service has a subcontract with the Contractor, as follows:

4.28.1.1. Post-stabilization care services were pre-approved by the Contractor; or

4.28.1.2. Post-stabilization care services were not pre-approved by the Contractor because the Contractor did not respond to the treating provider's request for pre-approval within one (1) hour after the treating provider's request or could not be contacted for pre-approval.

4.28.1.3. The Contractor representative and the treating physician cannot reach agreement concerning the member's care and a Contractor physician is not available for consultation. In this situation, the Contractor must give the treating physician the opportunity to consult with a Contractor physician and the treating physician may continue with care of the patient until a Contractor physician is reached or one of the criteria in 42 CFR 422.113(c)(3) is met.

4.28.2. Pursuant to 42 CFR 422.113(c)(3), the Contractor's financial responsibility for post-stabilization care services that have not been pre-approved ends when:

4.28.2.1. A Contractor physician with privileges at the treating hospital assumes responsibility for the member's care;

4.28.2.2. A Contractor physician assumes responsibility for the member's care through transfer;

4.28.2.3. A Contractor representative and the treating physician reach an agreement concerning the member's care; or

4.28.2.4. The member is discharged.

4.29. *Pregnancy Termination* includes pregnancy termination coverage if the pregnant member suffers from a physical disorder, physical injury, or physical illness, including a life endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the member in danger of death unless the pregnancy is terminated, or the pregnancy is a result of rape or incest. The attending physician must acknowledge that a pregnancy termination has been determined medically necessary by submitting the Certificate of Necessity for Pregnancy Termination. This certificate must be submitted to the Contractor's Medical Director. The Certificate must certify that, in the physician's professional judgment, one or more of the above criteria have been met.

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4.30. *Prescription Medications* includes medications ordered by a PCP, attending physician, dentist or other authorized prescriber and dispensed under the direction of a licensed pharmacist subject to limitations related to prescription supply amounts, Contractor formularies and prior authorization requirements. An appropriate over-the-counter medication may be prescribed as defined in the AHCCCS Medical Policy Manual when it is determined to be a lower-cost alternative to a prescription medication. Additional detail is contained in Scope of Work, Section 4.11. Additional detail for coverage of Medicare Part D prescription medications is contained in Scope of Work, Section 15.17.

4.31. *Primary Care Provider (PCP)* includes those medically necessary covered services provided by a physician, physician assistant or nurse practitioner selected by, or assigned to, the member. The PCP provides primary health care and serves as a coordinator in referring the member for specialty medical services 42 CFR 438.208(b). The PCP is responsible for maintaining the member's primary medical record, which contains documentation of all health risk assessments and health care services of which they are aware whether or not they were provided by the PCP.

4.32. *Radiology and Medical Imaging* includes services ordered by the member's PCP, attending physician or dentist for diagnosis, prevention, treatment or assessment of a medical condition.

4.33. *Rehabilitation Therapy* includes occupational, physical and speech therapies prescribed by the member's PCP or attending physician for a physical health condition and the member must have the potential for improvement due to the rehabilitation. Occupational and Speech therapy is covered for all members receiving inpatient hospital or nursing facility services. Occupational Therapy and Speech therapy services provided on an outpatient basis are only covered for members age eighteen (18) to twenty (20). Physical Therapy is covered for all members in both inpatient and outpatient settings. Outpatient physical therapy for members twenty-one (21) years of age or older is subject to a fifteen (15) visit limit per Contract Year as described in the AHCCCS Medical Policy Manual.

4.34. *Respiratory Therapy* includes respiratory therapy services covered in inpatient and outpatient settings when prescribed by the member's PCP or attending physician, and is necessary to restore, maintain or improve respiratory functioning.

4.35. *Transplantation of Organs and Tissue, and Related Immunosuppressant Drugs* includes services covered subject to the limitations in the AHCCCS Medical Policy Manual for members diagnosed with specified medical conditions. Services include: pre-transplant inpatient or outpatient evaluation; donor search; organ/tissue harvesting or procurement; preparation and transplantation services; and convalescent care. In addition, if a member receives a transplant covered by a source other than AHCCCS, medically necessary non-experimental services are provided, within limitations, after the discharge from the physical health care hospitalization for the transplantation. AHCCCS maintains specialty contracts with transplantation facility providers for the Contractor's use or the Contractor may select

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its own transplantation provider. Additional detail for coverage of organ transplants is contained in Scope of Work, Section 2.2.

*4.36. Transportation* includes emergency and non-emergency medically necessary transportation. Emergency transportation, including transportation initiated by an emergency response system such as 911, may be provided by ground, air or water ambulance to manage a member's emergency medical condition at an emergency scene and to transport the member to the nearest appropriate medical facility. Non-emergency transportation shall be provided for members who are unable to provide their own transportation for medically necessary services. The Contractor shall ensure that members have coordinated, reliable, medically necessary transportation to ensure members arrive on-time for regularly scheduled appointments and are picked up upon completion of the entire scheduled treatment.

*4.37. Triage/Screening and Evaluation* includes services provided by physical health care hospitals, IHS facilities, a P.L. 93-638 tribal facility and after-hours settings to determine whether or not an emergency exists, to assess the severity of the member's medical condition and determine services necessary to alleviate or stabilize the emergent condition. Triage/screening services must be reasonable, cost effective and meet the criteria for severity of illness and intensity of service.

*4.38. Vision Services/Ophthalmology/Optomety* includes all medically necessary emergency eye care, vision examinations, prescriptive lenses and frames, and treatments for conditions of the eye for all members age eighteen (18) to twenty (20). For members who are twenty-one (21) years of age and older, the Contractor shall provide emergency care for eye conditions which meet the definition of an emergency medical condition, cataract removal, and medically necessary vision examinations and prescriptive lenses and frames, if required following cataract removal and other eye conditions as described in the AHCCCS Medical Policy Manual. Members shall have full freedom to choose, within the Contractor's network, a practitioner in the field of eye care, acting within the scope of their practice, to provide the examination, care or treatment for which the member is eligible. A "practitioner in the field of eye care" is defined to be either an ophthalmologist or an optometrist.

## EXHIBIT-5

### ARIZONA VISION-TWELVE PRINCIPLES FOR CHILDREN SERVICE DELIVERY CONTRACT NO: ADHS13-043918

The "Arizona Vision," for children is built on twelve principles to which ADHS and AHCCCS are both obligated and committed. The Arizona Vision states:

*In collaboration with the child and family and others, Arizona will provide accessible behavioral health services designed to aid children to achieve success in school, live with their families, avoid delinquency, and become stable and productive adults. Services will be tailored to the child and family and provided in the most appropriate setting, in a timely fashion and in accordance with best practices, while respecting the child's family's cultural heritage.*

**5.1. Collaboration with the child and family:** Respect for and active collaboration with the child and parents is the cornerstone to achieving positive behavioral health outcomes. Parents and children are treated as partners in the assessment process, and the planning, delivery, and evaluation of behavioral health services, and their preferences are taken seriously.

**5.2. Functional outcomes:** Behavioral health services are designed and implemented to aid children to achieve success in school, live with their families, avoid delinquency, and become stable and productive adults. Implementation of the behavioral health services plan stabilizes the child's condition and minimizes safety risks.

**5.3. Collaboration with others:** When children have multi-agency, multi-system involvement, a joint assessment is developed and a jointly established behavioral health services plan is collaboratively implemented. Client-centered teams plan and deliver services. Each child's team includes the child and parents and any foster parents, any individual important in the child's life who is invited to participate by the child or parents. The team also includes all other persons needed to develop an effective plan, including, as appropriate, the child's teacher, the child's Child Protective Service and/or Division of Developmental Disabilities case worker, and the child's probation officer. The team (a) develops a common assessment of the child's and family's strengths and needs, (b) develops an individualized service plan, (c) monitors implementation of the plan and (d) makes adjustments in the plan if it is not succeeding.

**5.4. Accessible services:** Children have access to a comprehensive array of behavioral health services, sufficient to ensure that they receive the treatment they need. Plans identify transportation the parents and child need to access behavioral health services, and how transportation assistance will be provided. Behavioral health services are adapted or created when they are needed but not available.

**5.5. Best practices:** Competent individuals who are adequately trained and supervised provide behavioral health services. They are delivered in accordance with guidelines adopted by ADHS that incorporate evidence-based "best practice." Behavioral health service plans identify and appropriately address behavioral symptoms that are reactions to death of a family member, abuse or neglect, learning disorders, and other similar traumatic or frightening circumstances, substance abuse problems, the specialized behavioral health needs of children who are developmentally disabled, maladaptive sexual behavior, including abusive conduct and risky behavior, and the need for stability and the need to promote permanency in class member's lives, especially class members in foster care. Behavioral Health Services are continuously evaluated and modified if ineffective in achieving desired outcomes.

## EXHIBIT-5

### ARIZONA VISION-TWELVE PRINCIPLES FOR CHILDREN SERVICE DELIVERY CONTRACT NO: ADHS13-043918

- 5.6. Most appropriate setting:** Children are provided behavioral health services in their home and community to the extent possible. Behavioral health services are provided in the most integrated setting appropriate to the child's needs. When provided in a residential setting, the setting is the most integrated and most home-like setting that is appropriate to the child's needs.
- 5.7. Timeliness:** Children identified as needing behavioral health services are assessed and served promptly.
- 5.8. Services tailored to the child and family:** The unique strengths and needs of children and their families dictate the type, mix, and intensity of behavioral health services provided. Parents and children are encouraged and assisted to articulate their own strengths and needs, the goals they are seeking, and what services they think are required to meet these goals.
- 5.9. Stability:** Behavioral health service plans strive to minimize multiple placements. Service plans identify whether a class member is at risk of experiencing a placement disruption and, if so, identify the steps to be taken to minimize or eliminate the risk. Behavioral health service plans anticipate crises that might develop and include specific strategies and services that will be employed if a crisis develops. In responding to crises, the behavioral health system uses all appropriate behavioral health services to help the child remain at home, minimize placement disruptions, and avoid the inappropriate use of the police and criminal justice system. Behavioral health service plans anticipate and appropriately plan for transitions in children's lives, including transitions to new schools and new placements, and transitions to adult services.
- 5.10. Respect for the child and family's unique cultural heritage:** Behavioral health services are provided in a manner that respects the cultural tradition and heritage of the child and family. Services are provided in Spanish to children and parents whose primary language is Spanish.
- 5.11. Independence:** Behavioral health services include support and training for parents in meeting their child's behavioral health needs, and support and training for children in self-management. Behavioral health service plans identify parents' and children's need for training and support to participate as partners in the assessment process, and in planning, delivery, and evaluation of services, and provide that such training and support, including transportation assistance, advance discussions, and help with understanding written materials, will be made available.
- 5.12. Connection to natural supports:** The behavioral health system identifies and appropriately utilizes natural supports available from the child and parents' own network of associates, including friends and neighbors, and from community organizations, including service and religious organizations.

**EXHIBIT-6**  
**ADULT SERVICE DELIVERY SYSTEM-NINE GUIDING PRINCIPLES**  
**CONTRACT NO: ADHS13-043918**

The Nine Guiding Principles below were developed to provide a shared understanding of the key ingredients needed for an adult behavioral health system to promote recovery. System development efforts, programs, service provision, and stakeholder collaboration must be guided by these principles.

**6.1. Respect**

Respect is the cornerstone. Meet the person where they are without judgment, with great patience and compassion.

**6.2. Persons In Recovery Choose Services And Are Included In Program Decisions And Program Development Efforts**

A person in recovery has choice and a voice. Their self-determination in driving services, program decisions and program development is made possible, in part, by the ongoing dynamics of education, discussion, and evaluation, thus creating the “informed consumer” and the broadest possible palette from which choice is made. Persons in recovery should be involved at every level of the system, from administration to service delivery.

**6.3. Focus On Individual As A Whole Person, While Including And/Or Developing Natural Supports**

A person in recovery is held as nothing less than a whole being: capable, competent, and respected for their opinions and choices. As such, focus is given to empowering the greatest possible autonomy and the most natural and well- rounded lifestyle. This includes access to and involvement in the natural supports and social systems customary to an individual’s social community.

**6.4. Empower Individuals Taking Steps Towards Independence And Allowing Risk Taking Without Fear Of Failure**

A person in recovery finds independence through exploration, experimentation, evaluation, contemplation and action. An atmosphere is maintained whereby steps toward independence are encouraged and reinforced in a setting where both security and risk are valued as ingredients promoting growth.

**6.5. Integration, Collaboration, And Participation With The Community Of One’s Choice**

A person in recovery is a valued, contributing member of society and, as such, is deserving of and beneficial to the community. Such integration and participation underscores one’s role as a vital part of the community, the community dynamic being inextricable from the human experience. Community service and volunteerism is valued.

**6.6. Partnership Between Individuals, Staff, And Family Members/Natural Supports For Shared Decision Making With A Foundation Of Trust**

A person in recovery, as with any member of a society, finds strength and support through partnerships. Compassion-based alliances with a focus on recovery optimization bolster self-confidence, expand understanding in all participants, and lead to the creation of optimum protocols and outcomes.

**6.7. Persons In Recovery Define Their Own Success**

A person in recovery -- by their own declaration -- discovers success, in part, by quality of life outcomes, which may include an improved sense of wellbeing, advanced integration into the community, and greater self-determination. Persons in recovery are the experts on themselves, defining their own goals and desired outcomes.



## EXHIBIT-6

### ADULT SERVICE DELIVERY SYSTEM-NINE GUIDING PRINCIPLES

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#### **6.8. Strengths-Based, Flexible, Responsive Services Reflective Of An Individual's Cultural Preferences**

A person in recovery can expect and deserves flexible, timely, and responsive services that are accessible, available, reliable, accountable, and sensitive to cultural values and mores. A person in recovery is the source of his/her own strength and resiliency. Those who serve as supports and facilitators identify, explore, and serve to optimize demonstrated strengths in the individual as tools for generating greater autonomy and effectiveness in life.

#### **6.9. Hope Is The Foundation For The Journey Towards Recovery**

A person in recovery has the capacity for hope and thrives best in associations that foster hope. Through hope, a future of possibility enriches the life experience and creates the environment for uncommon and unexpected positive outcomes to be made real. A person in recovery is held as boundless in potential and possibility.

**EXHIBIT-7**  
**DOCUMENTS INCORPORATED BY REFERENCE**  
**CONTRACT NO: ADHS13-043918**

The following list contains the Documents Incorporated by Reference (DIBR) located in the Scope of Work, Section 18.2.

- 7.1 ADHS Accounting and Auditing Procedures Manual
- 7.2 ADHS/DBHS Center for Mental Health Services (CMHS) Frequently Asked Questions
- 7.3 ADHS/DBHS Policy and Procedures Manual
- 7.4 ADHS/DBHS Housing Desktop Manual:
  - 7.4.1 Application for Housing Development Under the AZ Dept. of Health Services
  - 7.4.2 ADHS/DBHS T/RBHA Housing Project Proposal Outline Form
  - 7.4.3 Quarterly Boarding Home Report
- 7.5 ADHS/DBHS Bureau of Corporate Compliance Operations and Procedures Manual
- 7.6 ADHS/DBHS Bureau of Quality and Integration (BQ&I) Specifications Manual:
  - 7.6.1 Pharmacy Template
  - 7.6.2 QOC Monthly Reporting Template
  - 7.6.3 Compliant Log Description Code List
  - 7.6.4 Part I Guide for Behavioral Health Services Tool
  - 7.6.5 Part II Guide for Behavioral Health Services Tool
  - 7.6.6 Performance Improvement Plan Template
  - 7.6.7 Enrollee Grievance Report Template
- 7.7 ADHS/DBHS System of Care Strategic Plan
- 7.8 ADHS/DBHS Covered Behavioral Health Services Guide
- 7.9 ADHS/DBHS Financial Reporting Guide for GSA 6
- 7.10 ADHS/DBHS Member Handbook Template
- 7.11 ADHS/DBHS Medication List
- 7.12 ADHS/DBHS Office of Program Support Operations and Procedures Manual
- 7.13 ADHS/DBHS Framework for Prevention in Behavioral Health
- 7.14 ADHS/DBHS Agreements:

**EXHIBIT-7**  
**DOCUMENTS INCORPORATED BY REFERENCE**  
**CONTRACT NO: ADHS13-043918**

- 7.14.1 LARC Local Alcoholism Reception
- 7.14.2 LARC Local Alcoholism Reception Amendment 2
- 7.14.3 Agreement ADHS/DBHS Valley of the Sun United Way for Supportive Housing Pilot
- 7.15 AHCCCS 834 5010 Companion Guide
- 7.16 AHCCCS Approved EPSDT Tracking Form
- 7.17 AHCCCS Claims Dashboard Reporting Guide
- 7.18 AHCCCS Claims Dashboard Reporting Template
- 7.19 AHCCCS Contractor Operations Manual
- 7.20 AHCCCS Encounter Manual
- 7.21 AHCCCS Encounter Data Validation Technical Assistance Document
- 7.22 AHCCCS Grievance System Reporting Guide
- 7.23 AHCCCS HIPAA Transaction Companion Guides and Trading Partner Agreements:
  - 270- 271 Batch Eligibility Request and Response Guide
  - 277- Unsolicited Encounter Status Companion Guide
  - 276- 277 Batch Eligibility Request and Response Companion Guide
  - 837 Counter Companion Guide
  - 834-820 Enrollment and Capitation Companion Guide
  - NCDP Post Adjudicated History Transaction Guide
- 7.24 AHCCCS Medical and Policy Manual
- 7.25 AHCCCS Minimum Required Prescription Drug List
- 7.26 AHCCCS Program Integrity Reporting Guide
- 7.27 AHCCCS Provider Affiliation Transmission Manual
- 7.28 AHCCCS Reporting Guide for Acute Care Contractors
- 7.29 AHCCCS Technical Interface Guidelines

**EXHIBIT-7**  
**DOCUMENTS INCORPORATED BY REFERENCE**  
**CONTRACT NO: ADHS13-043918**

7.30 Arnold v. Sarn Final Agreement, February 2014

7.31 ADHS/DBHS Client Information System (CIS) File Layouts and Specifications Manual

7.32 Clinical Guidance Documents:

7.32.1 Support and Rehabilitation Services for Children, Adolescents and Young Adults

7.32.2 Youth Involvement in Arizona Behavioral Health System

7.32.3 The Unique Behavioral Health Service Needs of Children, Youth and Families Involved with CPS

7.32.4 Children's Out-of-Home Services

7.32.5 The Child Family Team

7.32.6 Family and Youth Involvement in the Children's Behavioral Health System

7.33 ADHS/DBHS Cultural Competency Guidance Documents

7.33.1 Cultural Competency Narrative Report

7.33.2 Cultural Competency Work Plan Initiatives (2011-12)

7.33.3 Cultural Competency Work Plan Requirements Guide

7.33.4 CC Plan Effect Review Report FY 2010 2011

7.34 ADHS/DBHS Demographic and Outcomes Data Set User Guide (DUG)

7.35 ADHS/DBHS Interagency Service / Intergovernmental Agreements:

7.35.1 Interagency Service Agreement between ADHS and AHCCCS

7.35.2 Interagency Service Agreement between ADHS and ADES

7.35.3 ISA ADHS/DBHS ADOH for Housing Technical Assistance

7.35.4 ISA ADHS/DBHS ADOH for State Housing Trust Fund, Amendment 4

7.35.5 ISA ADHS/DBHS ADOH for State Housing Trust Fund, Original

7.35.6 ISA ADHS/DBHS ADOH for Administration of Housing Funds

7.35.7 Maricopa County, Services Remanded Juveniles

7.35.8 Maricopa County, SMI Substance Abuse

7.35.9 ISA between ADHS and ADES-RSA

**EXHIBIT-7**  
**DOCUMENTS INCORPORATED BY REFERENCE**  
**CONTRACT NO: ADHS13-043918**

- 7.35.10 ISA between ADHS and ADE
- 7.36 IT Guidance Documents
  - 7.36.1 834 Sample upd
  - 7.36.2 834 Phase II Samples
  - 7.36.3 834 5010 AHCCCS Mapping
- 7.37 JK v Humble Court Orders
  - 7.37.1 JK Settlement
  - 7.37.2 JK Stipulation to Amend Settlement Agreement
  - 7.37.3 JK Notice of Proposed Settlement
- 7.38 Network Guidance Documents
  - 7.38.1 Network Provider Listing Recording Template
  - 7.38.2 Network Adult Child Provider Listing Instructions
  - 7.38.3 Adult Child Network Analysis Instructions
- 7.39 ADHS/DBHS Office of Grievance and Appeals Docket Tracking Application User's Guide
- 7.40 Quality Management Guidance Documents:
  - 7.40.1 ADHS/DBHS Quality Management Plan
  - 7.40.2 ADHS/DBHS Quality Management Plan, FY 2012
  - 7.40.3 ADHS/DBHS Medical Management Plan, FY 2012
  - 7.40.4 ADHS/DBHS Medical Management-Utilization Management Work Plan, FY2012
  - 7.40.5 ADHS/DBHS Work Plan, FY 2012
- 7.41 Maricopa County Superior Court Administrative Order, Procedures to Share Identifying information for individuals with SMI

**EXHIBIT- 8**  
**INFORMATIONAL DOCUMENTS**  
**CONTRACT NO: ADHS13-043918**

The following documents are provided for informational purposes only and do not contain enforceable contractual obligations. All documents listed by numbers are considered parent documents. Names listed under a parent document are related to the parent document and are contained within the parent document file.

- 8.1 ADHS/DBHS Arizona State Hospital Annual Report FY2010
- 8.2 ADHS/DBHS Provider Network Listing
- 8.3 Arizona 2703 Data Analysis
- 8.4 Capitation Rate Data Supplement - (This Information is located on a secure server. Contact Rebecca O'Brien at [Rebecca.OBrien@azdhs.gov](mailto:Rebecca.OBrien@azdhs.gov) for server access instructions.)
  - Capitation Rate Data Supplement Instructions and Overview
  - Program and Fee Schedule Changes
  - Databook Information
  - Databook Service Matrix / Selection Criteria
  - AHCCCS Category of Service/Form Type/Provider Types/Descriptions
  - Attestation Submission Information
  - Crosswalk from Databook Service Matrix to Financial Statements
  - Member Growth Projections
  - Historical Capitation Rates
  - Hospital Rate Overview
  - Birth Counts Among SMI
  - BHS Databook Inpatient Units
- 8.5 Behavioral Health Member Profiles - (This Information is located on a secure server. Contact Rebecca O'Brien at [Rebecca.OBrien@azdhs.gov](mailto:Rebecca.OBrien@azdhs.gov) for server access instructions.)
  - Behavioral Health Member Profiles, FY09
  - Behavioral Health Member Profiles, FY10
  - Behavioral Health Member Profiles, FY11
- 8.6 Clinical Informational Materials
  - Assessing Suicidal Risk
  - Buprenorphine Guidance Protocol

**EXHIBIT- 8**  
**INFORMATIONAL DOCUMENTS**  
**CONTRACT NO: ADHS13-043918**

Clinical Supervision

Comprehensive Assessment and Treatment for Substance use Disorders in Children and Adolescents

Co-Occurring Psychiatric and Substance Disorders

Information Sharing with Family Members of Adult Behavioral Health Recipients

Older Adults: Behavioral Health Prevention, Early Intervention, and Treatment

Pervasive Developmental Disorders and Developmental Disabilities

Practice Protocol Neuropsychological Evaluations

Psychiatric Best Practice Guidelines for Children: Birth to Five Years of Age

Rights of Victims of Assault in Behavioral Health Facilities

Transition to Adulthood

Working with the Birth to Five Population

The Adult Clinical Team

8.7 Community Input Reports

Dual Eligible Members Summary Report

Non SMI Provider Forum Summary

Peer and Family Input Summary Report

Provider Input Summary Report

Raise Your Voice Report

Statewide AZ American Indian BH Forum II

Statewide Behavioral Health Tribal Consultation Meeting Reports

Statewide Tribal Consultation Meeting

Summary from Sister Agencies Forum

Summary Report from Children/Youth Forums

8.8 GSA 6 Financial Informational Materials

Magellan Final Audit Report for the Year Ended June, 30, 2009

Magellan Statement of Activities Audit Report for the Year Ended June 30, 2009

**EXHIBIT- 8**  
**INFORMATIONAL DOCUMENTS**  
**CONTRACT NO: ADHS13-043918**

Magellan OMB Circular A-133 Report for the Year Ended June 30, 2009

Magellan Final Audit Report for the Year Ended June, 30, 2010

Magellan Statement of Activities Audit Report for the Year Ended June 30, 2010

Magellan OMB Circular A-133 Report for the Year Ended June 30, 2010

Magellan Final Audit Report for the Year Ended June, 30, 2011

Magellan Statement of Activities Audit Report for the Year Ended June 30, 2011

Magellan OMB Circular A-133 Report for the Year Ended June 30, 2011

Magellan Financial Statements 1Qtr, 2012 Unaudited

Magellan Financial Statements 2Qtr, 2012 Unaudited

Magellan Financial Statements 3Qtr, 2012 Unaudited

Magellan Financial Statements 4Qtr, 2012 Unaudited

8.9 Housing Informational Materials

ADHS/DBHS Strategic Plan for Housing for Maricopa County for Individuals with a SMI

2012 PATH Application

8.10 IT System Informational Documents

5010 System Process Diagram

Address Change File Layout

Bus Process Diagrams IT

Daily Change Request Error File Layout

Daily Change Request File Layout Phase II

Encounter Statistical

Encounter Validations

Enrollment Adhoc Resync Layout

Enrollment Error Handling

Enrollment File Naming Specifications

Enrollment Error Layout

H74 CAPWH RBHA Monthly Withhold File Layout



**EXHIBIT- 8**  
**INFORMATIONAL DOCUMENTS**  
**CONTRACT NO: ADHS13-043918**

- New Encounter Comma Delimited
- New Encounter Error Layout
- New Validator Error
- New Deldup File Layout
- New Denied Claims Layout
- Partial Match Report Layout
- Processing the 834 Transaction for AHCCCS Enrollment
- Processing the 834 Transaction for BHS Enrollment
- State Only Status File Layout
- Statewide Roster File Layout
- 8.11 Quality Management Informational Documents
  - Adult Annual Performance Improvement Report, FY 2011
  - Children Annual Performance Improvement Report, FY 2011
- 8.12 Substance Abuse Informational Materials
  - SABG/MHBG Joint Block Grant Planning Application, 2012-2013
  - SYNAIR Report, 2012
  - ADHS/DBHS Prevention in Arizona: A Strategic Guide
- 8.13 Memo from the Centers for Medicaid and Medicare Services (CMS): Application Deadlines  
Memo from CMS related to application deadlines.
- 8.14 Arizona Department of Health Services Strategic Map

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

All deliverables are to be submitted to [BHSCONTRACTCOMPLIANCE@AZDHS.gov](mailto:BHSCONTRACTCOMPLIANCE@AZDHS.gov) and to the programmatic area where noted. Should ADHS modify the submission process for deliverables, ADHS shall provide a letter of instruction to the Contractor outlining changes to the deliverable submission process.

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
1	Ad Hoc	High Profile Alerts of Incidents, Accidents and Deaths	BQ&I	Office Chief for Quality of Care	Within one (1) day of awareness
2	Ad Hoc	PASRR Packet Including Invoice	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Submitted upon completion of PASRR Level II evaluations
3	Ad Hoc	HCAC and OPPC	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Upon Identification by Contractor
4	Ad Hoc	Super Utilizer Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Upon Request
5	Ad Hoc	Certificate of Necessity for Pregnancy Termination	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	15 <sup>th</sup> day after month end (to accompany the Pregnancy Termination Report supporting documentation for each entry on that report)
6	Ad Hoc	Verification of Diagnosis by Contractor for Pregnancy Termination Request	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	15 <sup>th</sup> day after month end (to accompany the Pregnancy Termination Report supporting documentation for each entry on that report)
7	Ad Hoc	Status Updates of Administrative Review Corrective Actions	Bureau of Compliance		As determined by DBHS
8	Ad Hoc	Complete and Valid Certificate of Insurance (ACORD form or approved equivalent)	Bureau of Compliance		Upon request, Copies of all Subcontractor Insurance Certificates
9	Ad Hoc	Copies of All Provider Subcontract Templates	Bureau of Compliance		Upon request, prior to subcontract execution, all subcontracts after execution and, upon any changes to provider subcontracts
10	Ad Hoc	Contractor's Complete and Valid Certificate of Insurance	ADHS Procurement	ADHS Procurement 1740 West Adams Room 303 Phoenix, Arizona 85007	Prior to contract execution and when certificate is renewed
11	Ad Hoc	Data, Reports, and Information for Audits	Bureau of Compliance		Upon request

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
12	Ad Hoc	Copies of Management Services Subcontracts	Bureau of Compliance		Upon request, at start of contract, within thirty (30) days of subcontract execution
13	Ad Hoc	Third Party Administrator subcontracts	Bureau of Compliance		Sixty (60) days prior to effective date of subcontract
14	Ad Hoc	Tribal Liaison Report	Bureau of Compliance		Upon request
15	Ad Hoc	Contractor Response to Complaints (response to problem resolution)	Bureau of Consumer Rights	<a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Upon request
16	Ad Hoc	Member Handbook Updates	Bureau of Compliance		Within thirty (30) days of receiving notice of changes made to ADHS/DBHS template
17	Ad Hoc	Communications Materials	Communications		Upon request
18	Ad Hoc	Communication plan, status update	Communications		Within two (2) business days of request unless otherwise indicated
19	Ad Hoc	Reporting instances of Suspected Fraud, Waste and/or Program Abuse	Corporate Compliance	<a href="mailto:reportfraud@azdhs.gov">reportfraud@azdhs.gov</a>	Within ten (10) business days of discovery, or sooner whenever possible
20	Ad Hoc	Attestation of Disclosure Information of: Ownership & Control and Persons Convicted of a Crime	Corporate Compliance ACOM Policy 103	<a href="#">BCC SharePoint site</a>	Upon Request
21	Ad Hoc	Corporate Compliance Ride-along Program (Data Validation Review Schedule for current quarter)	Corporate Compliance	<a href="#">BCC SharePoint site</a>	Upon Request
22	Ad Hoc	Performance Improvement Plans for System of Care Based on CFT Findings	System of Care		Forty-five (45) days after meeting with ADHS/DBHS
23	Ad Hoc	Complaint Resolution Response	Customer Service	Customer Service	As specified by ADHS/DBHS
24	Ad Hoc	Request for Advances, Loans, Loan Guarantees, Investments or Equity Distributions to Related Parties or Affiliates	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	Thirty (30) days prior to distribution

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
25	Ad Hoc	Performance Bond	Finance	Office of Financial Review	Thirty (30) days after notification by ADHS/DBHS to adjust the amount
26	Ad Hoc	Request for Advances/Loans to Providers	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	Within ten (10) business days prior to advancement of funds
27	Ad Hoc	Provider Payment Arrangements/ Encounter Monitoring	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	Upon request
28	Ad Hoc	Other Grievances and Appeals information and reports as requested by ADHS	Grievance and Appeals	<a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Upon request
29	Ad Hoc	Notice of Real Property Transactions	Housing		As Occurring, and upon ADHS request
30	Ad Hoc	Initial Housing Plan	Housing		Upon request
31	Ad Hoc	Internal Property Acquisition Maintenance and Inspection Plan	Housing		Upon request
32	Ad Hoc	Community Development Corporation or non-profit entity Contract Services Management Plan	Housing		Upon Request
33	Ad Hoc	Housing Related Support Services Plan	Housing		Upon Request
34	Ad Hoc	Assurance of Network Adequacy and Sufficiency	Network		Upon significant change in operations impacting services and capacity
35	Ad Hoc	Expected Material Change to Network	Network		Within Sixty (60) days of expected material change, Must be approved in advance by ADHS/DBHS
36	Ad Hoc	Failure of subcontractor to meet licensing criteria or if subcontract is being terminated or suspended	Network		Within five (5) days of learning of licensing deficiency, or of deciding to terminate or suspend
37	Ad Hoc	Unexpected Material Changes that could impair the Provider Network	Network		Within one (1) business day of unexpected material change
38	Ad Hoc	Grievance or Request for	Office of Human	<a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Within five (5) business days

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
		Investigation and Grievance/ Investigation Decision Letter Concerning a Person in Need of Special Assistance	Rights		of receipt or issuing decision
39	Ad Hoc	Copy of Appeal, Results of an Informal Conference and Notices of Hearing in Appeals concerning a Person in Need of Special Assistance	Office of Human Rights	<a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Within five (5) business days of receipt or issuing results or notice
40	Ad Hoc	Notification of a Person No Longer in Need of Special Assistance	Office of Human Rights	<a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Within ten (10) business days of determination
41	Ad Hoc	Notification of a Person in Need of Special Assistance	Office of Human Rights	<a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Within three (3) business days of determination
42	Ad Hoc	<u>Redacted</u> Report of Each Use of Seclusion/ Restraint Concerning All Enrolled Persons	Office of Human Rights	Appropriate Human Rights Committee	On a weekly/monthly basis according to arrangement with Appropriate Human Rights Committee
43	Ad Hoc	Maricopa County Advocacy Group Meeting Minutes	Office of Individual and Family Affairs		Upon Request
44	Ad Hoc	Changes in Key Personnel	Office of the Deputy Director	Office of the Deputy Director	Within seven (7) days of notification of intended resignation or change
45	Ad Hoc	Comprehensive Regional Prevention Needs Assessment	Office of Prevention		Six (6) months prior to issuing an RFP for prevention services and once every three years thereafter
46	Ad Hoc	Description and Plan for new Prevention Programs	Office of Prevention		Thirty (30) days prior to program commencement
47	Ad Hoc	Prevention Services Contractor Solicitations and Amendments for Prevention Services	Office of Prevention		Fourteen (14) days before public release
48	Ad Hoc	Proposal Evaluation Method and List of Proposed Subcontract Awards for Prevention Services	Office of Prevention		Upon Request

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
49	Ad Hoc	Allegations of Attempted Suicide, Sexual Abuse and Death Incident Reports	Office of Prevention		Within five (5) business days of incident coming to RBHA's attention
50	Ad Hoc	Written Notification of Ending or Discontinuation of any Prevention Subcontract or Program or any other substantive change in the Prevention Network	Office of Prevention		Thirty (30) days prior to the ending or discontinuation of any prevention subcontract or program or any other substantive change in the Prevention Network
51	Ad Hoc	Training Curriculum	Training	<a href="mailto:DBHS.WorkforceDevelopment@azdhs.gov">DBHS.WorkforceDevelopment@azdhs.gov</a>	Upon Request
52	Annually	Training Curriculum	Training	<a href="mailto:DBHS.WorkforceDevelopment@azdhs.gov">DBHS.WorkforceDevelopment@azdhs.gov</a>	Within thirty (30) days of receiving template or when specified by ADHS/DBHS
53	Annually	System of Care Plan	System of Care		Thirty (30) days after ADHS approved Plan
54	Annually	HIV Specialty Provider List	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	November 1 <sup>st</sup>
55	Annually	Maternity Care Annual Plan and Evaluation	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	November 1 <sup>st</sup>
56	Annually	EPSTD Annual Plan and Evaluation	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	November 1 <sup>st</sup>
57	Annually	Dental Plan and Evaluation	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	November 1 <sup>st</sup>
58	Annually	Quality Management and MM/UM Plan and Work Plan	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	November 1 <sup>st</sup>
59	Annually	Quality Management and MM/UM Evaluation	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	November 1 <sup>st</sup>
60	Annually	Member Satisfaction Survey Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	As indicated in current year's Survey Protocol, approx. July 26 <sup>th</sup> for Survey Results and October 18 <sup>th</sup> for Final Report
61	Annually	Business Continuity/ Recovery and Emergency Response Plans	Bureau of Compliance		July 10 <sup>th</sup>
62	Annually	Subcontractor Assignment and Evaluation Report	Bureau of Compliance		December 15 <sup>th</sup>

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
63	Annually	Member Handbook	Bureau of Compliance		Within Thirty (30) days of receiving changes to template or when specified by ADHS/DBHS
64	Annually	Governor's Report in accordance with (A.R.S.) §36-3415	Business Information System		August 1 <sup>st</sup>
65	Annually	Security Rule Compliance Report with attached Security Rule Checklist	Business Information System; ACOM Policy 108		May 1 <sup>st</sup>
66	Annually	Website Certification Form	Communications		Thirty (30) days after start of contract year
67	Annually	Documentation of the most current Corporate Compliance Program	Corporate Compliance	<u>BCC</u> SharePoint site	October 1 <sup>st</sup>
68	Annually	Attestation of Disclosure Information of: Ownership & Control and Persons Convicted of a Crime	Corporate Compliance; ACOM Policy 103	<u>BCC</u> SharePoint site	October 1 <sup>st</sup>
69	Annually	Copy of each Collaborative Protocol with State/County Agencies	System of Care		Reviewed on an Annual Basis and Updated as needed by December 31 <sup>st</sup>
70	Annually	SABG/MHBG Grant Goal Report	System of Care		November 1 <sup>st</sup>
71	Annually	Effectiveness Review of Cultural Competency Plan	Cultural Competency	<u>DBHS.WorkforceDevelopment@azdhs.gov</u>	Within thirty (30) days of receiving template or when specified by ADHS/DBHS
72	Annually	Cultural Competency Plan	Cultural Competency	<u>DBHS.WorkforceDevelopment@azdhs.gov</u>	Within thirty (30) days of receiving template or when specified by ADHS/DBHS
73	Annually	Psychiatric Rehabilitation Progress Report	Employment		January 15 <sup>th</sup>
74	Annually	Related Party Documentation for Final Profit Corridor	Finance	<u>BHSOFR@azdhs.gov</u>	December 15 <sup>th</sup> (Based on a Federal Fiscal Year end Date of September 30 <sup>th</sup> )
75	Annually	Notification of Unexpended State General Funds	Finance	<u>BHSOFR@azdhs.gov</u>	April 15 <sup>th</sup> (Based on a State Fiscal Year end of June 30 <sup>th</sup> )
76	Annually	Top 20 Providers Audited Financial Statements	Finance	<u>BHSOFR@azdhs.gov</u>	May 31 <sup>st</sup>

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
77	Annually	Administrative Cost Allocation Plan	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	August 1 <sup>st</sup>
78	Annually	SABG/MHBG Distribution Reports	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	October 15 <sup>th</sup>
79	Annually	Draft Consolidated Audited Financial Statements, Supplemental Reports Reporting Package (E-Statement)	Finance	Sherman FTP Server	Seventy-five (75) days after contract year end (Based on a Federal Fiscal Year end Date of September 30 <sup>th</sup> )
80	Annually	Final Audited Financial Statements for All Parent Company and Related Parties earning revenue under this Contract	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	One-hundred twenty (120) days after contractor's related parties fiscal year end
81	Annually	Final Consolidated Audited Financial Reports and Supplemental Reports	Finance	Sherman FTP Server	One-hundred (100) days after contract year end (Based on a Federal Fiscal Year end Date of September 30 <sup>th</sup> )
82	Annually	Community Reinvestment Report	Finance	<a href="mailto:BHSOFR@azdhs.gov">BHSOFR@azdhs.gov</a>	March 31 <sup>st</sup>
83	Annually	Housing Spending Plan	Housing		No later than thirty (30) days from notification by ADHS that state funds have been allocated for housing development
84	Annually	Assurance of Network Adequacy and Sufficiency	Network		July 1 <sup>st</sup>
85	Annually	Provider Network Development and Management Plan	Network		July 1 <sup>st</sup>
86	Annually	Network Provider Listing	Network		July 1 <sup>st</sup>
87	Annually	Community Resource Guide	Office of Individual and Family Affairs		Thirty (30) days after contract start
88	Annually	Prevention Report	Office of Prevention		November 1 <sup>st</sup>
89	Annually	Prevention Program Description	Office of Prevention		Sixty (60) days before beginning of any new prevention program
90	Annually	Training Plan	Training	<a href="mailto:DBHS.WorkforceDevelopment@azdhs.gov">DBHS.WorkforceDevelopment@azdhs.gov</a>	Within thirty (30) days of receiving template or when



**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
					specified by ADHS/DBHS
91	Annually	Integrated Health Report	Health Care Development	Chief Medical Officer & BQI.Deliverables@azdhs.gov	Two (2) months after Contract Performance Start Date and Annually thereafter on April 1 <sup>st</sup>
92	Semi-Annually	Authorization Inter-Rater Reliability Testing Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	April 30 <sup>th</sup> October 30 <sup>th</sup>
93	Semi-Annually	Members on Provider and Pharmacy Restriction Snap Shot Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	September 15 <sup>th</sup> March 15 <sup>th</sup>
94	Semi-Annually	Recipient and Provider Over and Under Utilization Report and Plan	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	July 31 <sup>st</sup> January 31 <sup>st</sup>
95	Semi-Annually	Number of pregnant women who are HIV/AIDS positive-Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after the end of 2 <sup>nd</sup> and 4 <sup>th</sup> quarter of each contract year
96	Semi-Annually	Language Services Report	Cultural Competency	<a href="mailto:DBHS.WorkforceDevelopment@azdhs.gov">DBHS.WorkforceDevelopment@azdhs.gov</a>	January 30 <sup>th</sup> July 30 <sup>th</sup>
97	Quarterly	SAMHSA Fidelity Reports	System of Care		Fifteen (15) days after quarter end
98	Quarterly	System of Care Plan Status Update Report	System of Care		Ten (10) days after quarter end
99	Quarterly	SABG Wait List Report	System of Care		Sixty (60) days after quarter end
100	Quarterly	SMI Performance Report	System of Care		Thirty (30) days after quarter end
101	Quarterly	Credentialing Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Thirty (30) days after quarter end
102	Quarterly	HIV Activity Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Thirty (30) days after quarter end
103	Quarterly	MM/UM Indicator Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Sixty (60) days after quarter end
104	Quarterly	Performance Improvement Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Thirty (30) days after quarter end

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
105	Quarterly	Inpatient Hospital Showing Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Ten (10) days after quarter end
106	Quarterly	GSA Behavioral Health Performance Measures Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after quarter end
107	Quarterly	GSA Integrated Care Performance Measures Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after quarter end
108	Quarterly	EPSDT Work Plan	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after quarter end
109	Quarterly	Maternity Work Plan	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after quarter end
110	Quarterly	Dental Work Plan	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after quarter end
111	Quarterly	List of Peer Reviewed Providers List	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Thirty (30) days after quarter end
112	Quarterly	Transplant Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Seven (7) days after quarter end
113	Quarterly	Pharmacy Utilization Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Forty-five (45) days after quarter end
114	Quarterly	Void Report	Business Information Systems	<a href="mailto:ops@azdhs.gov">ops@azdhs.gov</a>	Thirty (30) days after quarter end
115	Quarterly	Fee For Service Check Register Review	Business Information Systems	<a href="mailto:ops@azdhs.gov">ops@azdhs.gov</a>	Ten (10) business days after the 1st of the month following the quarter to be reviewed
116	Quarterly	Encounter Reconciliation Log and Related Reporting	Business Information Systems	<a href="mailto:ops@azdhs.gov">ops@azdhs.gov</a>	Thirty (30) days after quarter end
117	Quarterly	Data Validation Findings Summary	Business Information Systems & Corporate Compliance	<a href="#">BCC SharePoint site</a> & <a href="mailto:ops@azdhs.gov">ops@azdhs.gov</a>	Thirty (30) days after quarter end
118	Quarterly	Grievance, Appeal & Provider Claims Dispute Report	Consumer Rights	Bureau of Consumer Rights, Office of Grievance and Appeals	Thirty (30) days after quarter end
119	Quarterly	Corporate Compliance Ride-along Program (Data Validation Review Schedule for current	Corporate Compliance	<a href="#">BCC SharePoint site</a>	Ending: April 5th July 5th October 5th January 5th

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
		quarter)			
120	Quarterly	Copies of all completed internal and external audit reports and findings, and completed fraud, waste and program abuse investigation reports and findings	Corporate Compliance	<u>BCC</u> SharePoint site	Fifteen (15) days after quarter end
121	Quarterly	ACOM 424 AHCCCS Quarterly Verification of Receipt of Paid Services Audit Report	Corporate Compliance; ACOM Policy 424	<u>BCC</u> SharePoint site	5 <sup>th</sup> day after end of quarter that follows reporting quarter
122	Quarterly	Year-to-date Fraud, Waste and Program Abuse Record and Trend Analysis	Corporate Compliance	<u>BCC</u> SharePoint site	Fifteen (15) days after quarter end
123	Quarterly	Year-to-Date List of all Employees and Subcontractors Names that have been Checked Against the Federal Databases of System for Award Management (SAM) and List of Excluded Individuals/Entities (LEIE)	Corporate Compliance	<u>BCC</u> SharePoint site	Fifteen (15) days after quarter end
124	Quarterly	Cultural Competency and Workforce (Training) Development Report	Cultural Competency/ Training	<u>DBHS.WorkforceDevelopment@azdhs.gov</u>	Within thirty (30) days of receiving template or when specified by ADHS/DBHS
125	Quarterly	Psychiatric Rehabilitation Progress Report	Employment		Fifteen (15) days after quarter end
126	Quarterly	Financial Statement Reporting Package (E-Statement)	Finance	Sherman FTP Server	Thirty (30) days after quarter end and Forty (40) days after September 30 <sup>th</sup>
127	Quarterly	Boarding Home Report	Housing		Fifteen (15) days after quarter end
128	Quarterly	Provider/Network Changes Due to Rates Report	Network; ACOM Policy 415		Ten (10) days after quarter end
129	Quarterly	Minimum Network Requirements Verification Template	Network; ACOM Policy 436		Ten (10) days after quarter end
130	Quarterly	Appointment Availability Report	Network; ACOM Policy 417		Ten (10) days after quarter end

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
131	Quarterly	Providers that Diminish Scope of Services/or Closed their Panel Report	Network; ACOM Policy 415		Ten (10) days after quarter end
132	Quarterly	Provider Affiliation Transmission (PAT) for each individual provider within its provider network	Network		Ten (10) days after quarter end
133	Quarterly	Updates to Office of Human Rights' Report of Persons Identified as in Need of Special Assistance	Office of Human Rights	<a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	10 <sup>th</sup> day of month following receipt of draft report from Office of Human Rights
134	Quarterly	Roster of Peer and Family Committee Members	Office of Individual and Family Affairs		Fifteen (15) days after quarter end
135	Monthly	Complaint Data Logs	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after month end
136	Monthly	Crisis Call Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after month end
137	Monthly	PCP Transition Log	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	30 <sup>th</sup> day of every month
138	Monthly	Pregnancy Termination Report	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after month end
139	Monthly	Prior Authorization Data Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Thirty (30) days after month end
140	Monthly	Quality Of Care (QOC)Log	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after month end
141	Monthly	Enrollee Grievance Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after month end
142	Monthly	Sterilization Report	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after month end
143	Monthly	ADHS/DBHS Pregnancy and Delivery Report	BQ&I-MCH-EPSTD	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Fifteen (15) days after month end
144	Monthly	Community Collaborative Care Teams (CCCT)	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	15 <sup>th</sup> day of each month

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
		Report			
145	Monthly	Acute Health Plan Provider Inquiry Log	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Thirty (30) days after month end
146	Monthly	Length of Stay and Readmission Data	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Forty-five (45) days after month end
147	Monthly	Outpatient Commitment COT Monitoring Data	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Ten (10) days after month end
148	Monthly	AHCCCS Denied Encounters	Business Information Systems	RBHAs folder on the OPS FTP server	5 <sup>th</sup> of the following month
149	Monthly	Call Center Data Report	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	15 <sup>th</sup> day of each month
150	Monthly	Claims Dashboard/Cost Avoidance-Recovery/Pend Claims Verification	Business Information Systems	<a href="mailto:ops@azdhs.gov">ops@azdhs.gov</a>	Eighteen (18) days after month end
151	Monthly	Financial Statement Reporting Package (E-Statement)	Finance	Sherman FTP Server	Thirty (30) days after month end
152	Monthly	Grievance System Report	Grievance and Appeals	Grievance and Appeals	Thirty (30) days post end of the month to be reported
153	Monthly	Report of Utilization of Affordable Housing Options	Housing		(15 <sup>th</sup> ) day of the following month
154	Monthly	RBHA Supervisory Care Home Monthly Census Report	Housing		Fifteen (15) days after month end
155	Monthly	Housing Inventory	Housing		Fifteen (15) days after month end
156	Monthly	Comprehensive Report of Persons Identified as in Need of Special Assistance	Office of Human Rights	Office of Human Rights <a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a> & Notification email only (no report) to: <a href="mailto:BHSContractCompliance@azdhs.gov">BHSContractCompliance@azdhs.gov</a>	Ten (10) days after month end
157	Monthly	Seclusion/Restraint Summary Report Concerning Persons with SMI	Office of Human Rights	Office of Human Rights <a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Ten (10) days after month end

**EXHIBIT-9  
DELIVERABLES  
CONTRACT NO: ADHS13-043918**

#	FREQUENCY	DELIVERABLE NAME	PROGRAM OWNER	SUBMIT TO	DUE DATE
158	Monthly	Report of Each Use of Seclusion/Restraint Concerning Persons with Serious Mental Illness	Office of Human Rights	Office of Human Rights <a href="mailto:OHRts@azdhs.gov">OHRts@azdhs.gov</a>	Ten (10) days after month end
159	Monthly	Seclusion/Restraint Summary Report Concerning all Enrolled Persons	Human Rights Committee	Appropriate Human Rights Committee	Ten (10) days after month end
160	Monthly	Arnold v. Sarn	Office of the Deputy Director	Office of the Deputy Director	First submission due July 1st and Monthly on the 1st thereafter
161	Bi-monthly	Case Manager inventories to monitor the status of case manager development and maintenance of effort	System of Care		15 <sup>th</sup> of every other month
162	Weekly	Incident, Accident, and Death Reports for Behavioral Health Members	BQ&I	<a href="mailto:BQI.Deliverables@azdhs.gov">BQI.Deliverables@azdhs.gov</a>	Weekly as per ADHS/DBHS/ BQ&I direction

**EXHIBIT-10**  
**GSA ZIP CODES**  
**CONTRACT NO: ADHS13-043918**

85010 85011 85012 85013 85014 85015 85016 85017 85018  
85019 85020 85021 85022 85023 85024 85025 85026 85027  
85028 85029 85030 85031 85032 85033 85034 85035 85036  
85037 85038 85039 85040 85041 85042 85043 85044 85045  
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85202 85203 85204 85205 85206 85207 85208 85209 85210  
85211 85212 85213 85214 85215 85216 85220 85224 85225  
85226 85227 85233 85234 85236 85240 85242 85243 85244  
85246 85248 85249 85250 85251 85252 85253 85254 85255  
85256 85257 85258 85259 85260 85261 85262 85263 85264  
85266 85267 85268 85269 85270 85271 85274 85275 85277  
85280 85281 85282 85283 85284 85285 85286 85287 85289  
85290 85295 85296 85297 85298 85299 85301 85302 85303  
85304 85305 85306 85307 85308 85309 85310 85311 85312  
85313 85318 85320 85322 85323 85326 85327 85329 85331  
85335 85337 85338 85339 85340 85342 85343 85345 85351  
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85375 85376 85377 85378 85379 85380 85381 85382 85383  
85385 85387 85388 85390 85392 85395 85396

**EXHIBIT-11**  
**CAPITATION RATES**  
**CONTRACT NO: ADHS13-043918**

Capitation Rates for GSA 6 Effective Dates: April 1, 2014 through September 30, 2014

Title XIX and Title XXI eligible children, under the age of 18 (represents the cost of providing covered behavioral health services to children), not enrolled in CMDP – Non CMDP Child:	\$28.29 pm/pm
Title XIX eligible children, under the age of 18 (represents the cost of providing covered behavioral health services to children), enrolled in CMDP – CMDP Child:	\$870.43 pm/pm
Title XIX and Title XXI eligible adults, age 18 and older (represents the cost of providing covered behavioral health services to adult members without serious mental illness):	\$41.23 pm/pm
Title XIX eligible adults, age 18 and older (represents the cost of providing covered behavioral health services to adult members with serious mental illness, who are not receiving physical health services under this contract):	\$0.97 pm/pm
Title XIX eligible adults, age 18 and older (represents the cost of providing covered behavioral health and physical health services to adult members with serious mental illness who are receiving physical health services under this contract):	\$2,341.37 pm/pm
DES DD ALTCS eligible children representing the cost of providing covered behavioral health services to DES DD ALTCS children.	\$78.95 pm/pm
DES DD ALTCS eligible adults representing the cost of providing covered behavioral health services to DES DD ALTCS adults.	\$144.37 pm/pm



**EXHIBIT-12**  
**HOSPITALS IN THE PHOENIX METROPOLITAN AREA BY DISTRICT**  
**CONTRACT NO: ADHS13-043918**

DISTRICT 1

85006 Banner Good Samaritan Medical Center  
85281 St. Luke's Medical Center  
85008 Maricopa Medical Center  
85013 St. Joseph's Hospital Phoenix  
85020 John C. Lincoln Hospital – North Mountain

DISTRICT 2

85015 Phoenix Baptist Hospital  
85027 John C. Lincoln Hospital – Deer Valley  
85037 Banner Estrella Medical Center  
85306 Banner Thunderbird Medical Center  
85308 Arrowhead Community Hospital  
85338 West Valley Hospital  
85351 Banner Boswell Medical Center  
85375 Banner Del E. Webb Medical Center  
85031 Maryvale Hospital Medical Center

DISTRICT 3

85031 Paradise Valley Hospital  
85054 Mayo Clinic Hospital  
85251 Scottsdale Healthcare – Osborn  
85261 Scottsdale Healthcare – Shea  
85255 Scottsdale Healthcare – Thompson Peak

**EXHIBIT-12**  
**HOSPITALS IN THE PHOENIX METROPOLITAN AREA BY DISTRICT**  
**CONTRACT NO: ADHS13-043918**

DISTRICT 4

- 85201 Arizona Regional Medical Center
- 85202 Banner Desert Medical Center
- 85206 Banner Baywood Medical Center
- 85224 Chandler Regional Hospital
- 85281 Tempe St. Luke's Hospital
- 85296 Mercy Gilbert Medical Center
- 85234 Banner Gateway Medical Center
- 85209 Mountain Vista Medical Center
- 85140 Banner Ironwood Medical Center

**EXHIBIT-13**  
**PLEDGE TO PROTECT CONFIDENTIAL INFORMATION**  
**CONTRACT NO: ADHS13-043918**

**Pledge to Protect Confidential Information**

**CONFIDENTIALITY OF RECORDS:**

The Contractor and its employees shall establish and maintain procedures and controls that are in compliance with the Healthcare Insurance Portability and Accountability Act for the purpose of assuring that no information contained in the Department’s records or obtained from the Department or from others in carrying out its functions under the contract shall be used or disclosed by it, its agents, officers, or employees. Contractor and its employees understand that the Department’s records are declared confidential and privileged by law and they are precluded from disclosing any information from such records to anyone. Any requests for records or record information shall be made in writing to the Department’s Manager of Health Registries.

Signature of the Contractor and its employees affirms agreement and assures compliance with the confidentiality requirements stated above.

Company Representative	Date	Title
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Company Representative	Date	Title
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Employee	Date
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Employee	Date
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Employee	Date
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Employee	Date
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**EXHIBIT-13**

**PLEDGE TO PROTECT CONFIDENTIAL INFORMATION  
CONTRACT NO: ADHS13-043918**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

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Date

\_\_\_\_\_  
Employee

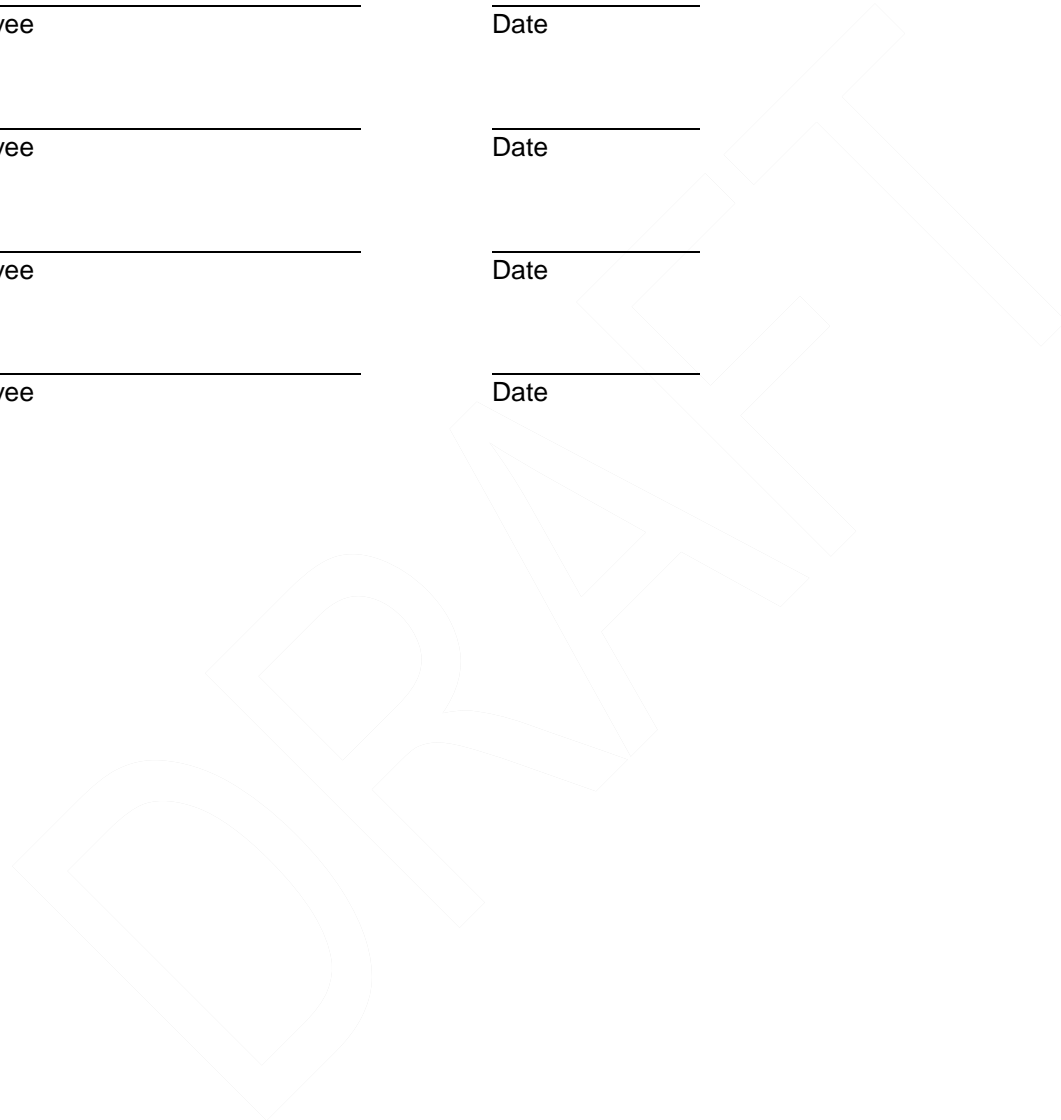
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Employee

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Date

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Employee

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Date




**EXHIBIT-14**  
**MEMBER HISTORY TEST DOCUMENT**  
**CONTRACT NO: ADHS13-043918**

The Member History Test Document files needed to complete Attachment 6.4 can be found in the Offeror Library at <http://www.azdhs.gov/procurement/rfps.htm>.

DRAFT

# ATTACHMENT 1

## CONTRACT NO: ADHS13-043918

	<b>Attachment 1</b> <b>Offer and Acceptance</b>	<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b>
	SOLICITATION NO: ADHS13-00002257	1740 West Adams Street Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 Fax

**OFFER**

**TO THE STATE OF ARIZONA:**

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No:

Federal Employer Identification No:

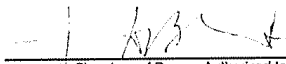
46-1551319

Phone: (520) 872-7796

Fax: (520) 872-7852

Mercy Maricopa Integrated Care

Company Name



Signature of Person Authorized to Sign Offer

4350 E. Cotton Center Blvd., Bldg. D

Address

James K. Beckmann

Printed Name

Phoenix  
City

AZ  
State

85040  
Zip

Chairman of the Board

Title

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

**ACCEPTANCE OF OFFER**

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

~~This Contract Number will be assigned after award. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this Contract until Contractor receives purchase order, contract release document or written notice to proceed.~~

State of Arizona  
Awarded this

25<sup>th</sup> day of March 2013

Christine Rutz

Procurement Officer