


GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



Office of the Senior Deputy Director/Medicaid Director

Transmittal # 17-08

TO: All District of Columbia Medicaid Providers

FROM: Claudia Schlosberg, J.D. 
Senior Deputy Director and State Medicaid Director

DATE: March 1, 2017

SUBJECT: My Health GPS Application

The purpose of this transmittal is to provide the application to be used by primary care providers currently enrolled in DC Medicaid and interested in delivering services under the My Health GPS program. The My Health GPS program is a care coordination benefit for Medicaid beneficiaries with multiple chronic conditions, enrolled in either Fee-For-Service or Managed Care. The My Health GPS program aims to reduce preventable hospital admissions and emergency department visits and improve health outcomes. The My Health GPS program will utilize interdisciplinary teams embedded in the primary care setting to integrate and coordinate the full array of services to eligible beneficiaries, including: primary care, acute care, behavioral health, and long-term care services and supports.

My Health GPS Application

The *My Health GPS* application is available on the DHCF website at:
<https://dhcf.dc.gov/page/health-home-persons-multiple-chronic-conditions-my-health-gps>. This application will be reviewed by DHCF to determine an entity's eligibility to provide services under the My Health GPS program. The written application packet must be completed in its entirety. Failure to submit a complete application, including copies of all necessary documents will delay processing of your written application.

Due Date

The initial application period is between March 1, 2017 and March 31, 2017. Applications are due by 5:00 PM on March 31, 2017 in order to be eligible for beneficiary assignments for the start of the program on July 1, 2017.

After March 31, 2017, applications will be accepted and reviewed on an ongoing basis.

Submission

Return the completed and signed written application and required documents via email at MyHGPS@dc.gov, using your organization's name in the subject line.

Questions

Any questions regarding the My Health GPS program should be submitted by email to joe.weissfeld@dc.gov.

cc: Medical Society of the District of Columbia
DC Hospital Association
DC Primary Care Association
DC Health Care Association
DC Home Care Association
DC Behavioral Health Association
DC Coalition of Disability Service Providers

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



Dear Provider:

Enclosed is the application to be used by primary care providers currently enrolled in DC Medicaid and interested in delivering services under the My Health GPS program. The My Health GPS program is a care coordination benefit for Medicaid beneficiaries with multiple chronic conditions, enrolled in either Fee-For-Service or Managed Care. The My Health GPS program aims to improve health outcomes and reduce preventable hospital admissions and emergency department visits and. The My Health GPS program will utilize interdisciplinary teams embedded in the primary care setting to integrate and coordinate the full array of services to eligible beneficiaries, including: primary care, acute care, behavioral health, and long-term care services and supports.

My Health GPS Application

This application will be reviewed by DHCF to determine an entity's eligibility to provide services under the My Health GPS program. The written application packet must be completed in its entirety. Failure to submit a complete application, including copies of all necessary documents will delay processing of your written application.

Due Date

The initial application period is between March 1, 2017 and March 31, 2017. Applications are due by 5:00 PM on March 31, 2017 in order to be eligible for beneficiary assignments for the start of the program on July 1, 2017. After March 31, 2017, applications will be accepted and reviewed on an ongoing basis for beneficiary assignments for each subsequent quarter.

Submission

Return the completed and signed written application and required documents via email at MyHGPS@dc.gov, using your organization's name in the subject line.

Questions

Any questions regarding the My Health GPS program should be submitted by email to joe.weissfeld@dc.gov.

Sincerely,

DHCF Health Home Support Team

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



MY HEALTH GPS ENROLLMENT APPLICATION

PROVIDER INFORMATION

Entity Name: Click here to enter text.	Clinical Practice <input type="checkbox"/> Clinical Group Practice <input type="checkbox"/> Federally Qualified Health Center <input type="checkbox"/>
Address: Click here to enter text.	
City/State: Click here to enter text.	Zip Code: Click here to enter text.
Point of Contact for DHCF: Click here to enter text.	Point of Contact for MCOs: Click here to enter text.
Phone: Click here to enter text.	E-mail: Click here to enter text.
Medicaid ID Number (one per application): Click here to enter text.	National Provider Identifier (NPI) Number (one per application): Click here to enter text.
REQUIRED DOCUMENTATION: Utilize the templates included in the written application packet or submit contracts, where appropriate as attachments to your application	
National Committee for Quality Assurance (NCQA) Patient-Centered Medical Home (PCMH): Please complete the attached template to attest to receipt of Level 2 recognition (or future corresponding NCQA PCMH equivalent level recognition) or proof of beginning the NCQA PCMH application process.	Attachment A
Electronic Health Record: Please attach proof (copy of a contract) that the entity utilizes certified electronic health record (EHR) technology.	Attachment B
Hospital Alerts: Please complete the attached template to attest to enrollment in the Chesapeake Regional Information System for Patients (CRISP) to receive hospital and emergency department alerts (Encounter Notification Service) for enrolled beneficiaries.	Attachment C
24/7 Access to Clinical Advice: Please attach proof (copy of a contract) that the entity offers twenty-four hour, seven day per week access to clinical advice, including culturally appropriate translation and interpretation services for beneficiaries with limited English proficiency.	Attachment D
Organizational Chart: Please attach your entity's organizational chart to support the My Health GPS program.	Attachment E

CARE APPROACH

Description of Care Approach: Please provide a detailed description of your approach to conduct outreach and deliver care under the My Health GPS program, including tools used to support care planning and coordination. The narrative should include your processes used to perform the functions described below in items 1 - 8 (1,000 words or less). [Click here to enter text.](#)

- (1) Provide quality-driven, cost-effective, culturally appropriate, and person-centered services;
- (2) Coordinate and provide access to high-quality healthcare services informed by evidence-based clinical practice guidelines;
- (3) Coordinate and provide access to preventive and health promotion services, including prevention of mental illness and substance use disorders;
- (4) Coordinate and provide access to mental health and substance abuse services;
- (5) Coordinate and provide access to comprehensive care management, care coordination, and transitional care across settings, including discharge planning and facilitation of transfers from pediatric to adult care settings;
- (6) Coordinate and provide access to long-term care supports and services;
- (7) Develop a person-centered care plan for each beneficiary that coordinates and integrates all clinical and non-clinical healthcare-related needs and services;
- (8) Establish a continuous quality improvement program.

Description of Alignment Across Entities: If applicable, please describe your approach to coordinating care across entities within your organization. If some entities within your organization will not enroll in the My Health GPS program, describe how you will coordinate with them. [Click here to enter text.](#)

Enrollment Projections: To help DHCF better understand ongoing provider capacity for purposes of identifying future needs, such as providing technical support and establishing budgets, please provide the anticipated number of beneficiaries to be served by your entity by the end of the first quarter [Click here to enter text.](#); fourth quarter [Click here to enter text.](#); and eighth quarter: [Click here to enter text.](#)

Staffing Ramp-Up Plan: If the entity does not meet the minimum staffing ratios as of the date of submission of this application, please describe the plan to comply with the minimum staffing ratios within the first two quarters of the program. [Click here to enter text.](#)

STAFFING INFORMATION

Complete the following information about your My Health GPS provider/staff team(s). At a minimum, entities must identify one complete Group 1 team for the application to be considered. To add additional teams as part of this application, please use Supplemental Form A available at www.dhcf.dc.gov. To add additional teams at a later date, please use the Supplemental Form B available at www.dhcf.dc.gov.

Team 1:

Group 1 (Lower Acuity):	Group 2 (Higher Acuity):
Health Home Director <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Minimum staffing ratio is 0.5 FTE per 400 beneficiaries</u>	Health Home Director <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Minimum staffing ratio is 0.5 FTE per 400 beneficiaries</u>
Nurse Care Manager <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Minimum staffing ratio is 1 FTE per 400 beneficiaries</u>	Nurse Care Manager <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Minimum staffing ratio is 2 FTE per 400 beneficiaries</u>
N/A	Care Coordinator <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Note: Minimum staffing ratio is 2 FTE per 400</u>
Peer Navigator <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Minimum staffing ratio is 1 FTE per 400 beneficiaries</u>	Peer Navigator <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Minimum staffing ratio is 3.5 FTE per 400 beneficiaries</u>
N/A	Clinical Pharmacist <small>Click here to enter text.</small> Highest education obtained: <small>Click here to enter text.</small> List of license(s), if applicable: <small>Click here to enter text.</small> Years of relevant experience: <small>Click here to enter text.</small> Full-Time Equivalent (FTE): <small>Click here to enter text.</small> <u>Minimum staffing ratio is 0.5 FTE per 400 beneficiaries</u>

<p align="center">ATTESTATIONS</p> <p align="center">The entity shall respond to the following questions by selecting yes or no.</p>		
<p>Does the entity or any proposed staff identified in this application have pending investigations, exclusions, suspensions, or debarment from any federal or DC health care program, or any overpayment from DHCF?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>The entity has the capacity to: 1) deliver core Health Home services and document the services; 2) directly provide, or subcontract for the provision of, Health Home services; and 3) establish and maintain communication protocols with external health care partners.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>The entity understands the information outlined in this application is subject to audit.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>The entity understands that enrollment is contingent on passing a DHCF readiness review, which shall be conducted on-site for entities that have not yet received NQCA PCMH Level 2 recognition.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>The entity understands that DHCF will provide a standard consent form for the My Health GPS program. Any addenda must be submitted to DHCF for review and approval prior to the start of the program.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>The entity understands that it is a requirement to update this application by submitting an addendum to reflect changes to any portion of this application within 30 days of the change.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>The entity attests that all information provided in this application is accurate.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p align="center">ENTITY SIGNATURE</p>		
<p>Signature of Authorized Personnel:</p> <p align="center">Print:</p> <p align="center">Click here to enter text.</p>	<p align="center">Title: Click here to enter text.</p>	<p align="center">Date: Click here to enter a date.</p>

ATTACHMENTS:

REQUIRED DOCUMENTATION

Please complete the attached template to attest to receipt of Level 2 recognition (or future corresponding NCQA PCMH equivalent level recognition) or proof of beginning the NCQA PCMH application process.

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ATTACHMENT B: Electronic Health Record

Please attach proof (copy of a contract) that the entity utilizes certified electronic health record (EHR) technology.

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ATTACHMENT C: Hospital Alerts

Please complete the attached template to attest to enrollment in the Chesapeake Regional Information System for Patients (CRISP) to receive hospital and emergency department alerts (Encounter Notification Service) for enrolled beneficiaries.

Chesapeake Regional Information System for Patients (CRISP)		
Entity Name: <small>Click here to enter text.</small>		
Current CRISP Encounter Notification Service (ENS) Enrollment: Yes <input type="checkbox"/> No <input type="checkbox"/>		
CURRENT ENROLLMENT DATE RANGE		
Enrollment Start Date: <small>Click here to enter a date.</small>		
ENTITY'S SIGNATURE		
The entity's signature authorizes DHCF to confirm the accuracy of this information with CRISP		
Signature of Authorized Personnel: Print: <small>Click here to enter text.</small>	Title: <small>Click here to enter text.</small>	Date: <small>Click here to enter a date.</small>

ATTACHMENT D: 24/7 Access to Clinical Advice

Please attach proof (copy of a contract) that the entity offers twenty-four hour, seven day per week access to clinical advice, including culturally appropriate translation and interpretation services for beneficiaries with limited English proficiency.

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ATTACHMENT E: Organizational Chart

Please attach your entity's organizational chart to support the My Health GPS program.

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