



Commonwealth Care Alliance® Massachusetts

# **Senior Care Options and One Care Plans PROVIDER MANUAL | 2022**

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## WELCOME LETTER

Dear Commonwealth Care Alliance Provider:

Welcome to the Commonwealth Care Alliance (CCA) provider manual. This manual includes information about how providers can do business with CCA, as well as information about our CCA Senior Care Options and CCA One Care plans.

CCA is committed to partnering with providers to ensure our members receive the highest-quality coordinated care possible, and we have designed this administrative resource to provide you with comprehensive information about our programs and plans. In addition to detailed CCA program information, you will find our policies and procedures, referral and claim information, and other useful reference materials that we hope will make working with CCA staff and members as simple as possible.

CCA members are encouraged to be active participants in their healthcare. When members enroll in a CCA plan, they receive a Member Handbook, which outlines the terms of benefits. Copies of the handbook may be obtained by contacting our Member Services department at 866-610-2273.

If you have any questions regarding the information in this provider manual, please email Provider Relations at [providerrelations@commonwealthcare.org](mailto:providerrelations@commonwealthcare.org).

## SECTION 1: KEY CONTACT INFORMATION

## Key Contact Information

Contact	Telephone	Fax	Email	Website/Portal
Claims – Medical, and Non-Routine Vision and Hearing				
Claims Customer Service ✓ Refunds and escalations ✓ Corrected claims ✓ Claims status ✓ Claim receipt ✓ Check run New providers, contracting, and EDI Electronic billing setup or problems  Commonwealth Care Alliance P.O. Box 548 Greenland, NH 03840-0548	800-306-0732			
TTY Massachusetts / Rhode Island Relay Service	800-439-2370 (TTY 711)			
Member Services				
General questions ✓ Initial contact  Member appeals ✓ Service denials (process; how to respond)  Member benefits ✓ Member information; coverage	866-610-2273	617-426-1311	Email: <a href="mailto:memberservices@commonwealthcare.org">memberservices@commonwealthcare.org</a>	
Member Appeals & Grievances				

## SECTION 1: KEY CONTACT INFORMATION

Contact	Telephone	Fax	Email	Website/Portal
Member appeals Member grievances	866-610-2273	857-453-4517	Email: <a href="mailto:AGDepartment@commonwealthcare.org">AGDepartment@commonwealthcare.org</a>	
Member Enrollment				
Outreach and marketing ✓ Referrals for potential members	866-610-2273 (MA)	617-830-0534	Email: <a href="mailto:rkatzman@commonwealthcare.org">rkatzman@commonwealthcare.org</a>	
Clinical Operations				
Prior authorization ✓ Benefit and service authorizations	866-420-9332	855-341-0720		
Transitions of Care team and facility inpatient authorization	857-246-8822	855-811-3467	Email: <a href="mailto:transitions-of-care@commonwealthcare.org">transitions-of-care@commonwealthcare.org</a>	
Dental Benefit Administrator: SKYGEN				
✓ Claims processing ✓ Member eligibility ✓ Prior authorization submission ✓ Provider Relations ✓ Dental Provider Manual located in the Dental Provider Portal	855-434-9243		Email: <a href="mailto:providerservices@skygenusa.com">providerservices@skygenusa.com</a>	Portal: <a href="https://pw.p.sciondental.com/">https://pw.p.sciondental.com/</a>
Hearing Benefit Administrator: NationsHearing				
✓ Claims processing ✓ Member eligibility ✓ Provider relations ✓ Hearing Provider Manual	800-921-4559			Portal: <a href="https://providers.nationshearing.com/">https://providers.nationshearing.com/</a>
NationsBenefits Attention: Claims 1801 NW 66 <sup>th</sup> Avenue, Suite 100 Plantation, FL 33313				
Pharmacy				

## SECTION 1: KEY CONTACT INFORMATION

Contact	Telephone	Fax	Email	Website/Portal
General questions	866-420-9332		Email: <a href="mailto:ProviderServices@commonwealthcare.org">ProviderServices@commonwealthcare.org</a>	
Pharmacy coverage determinations (e.g., prior authorization) ✓ <a href="#">Electronic Prior Authorizations-Pharmacy</a>	866-270-3877	855-668-8552		
Pharmacy redeterminations (appeals)	866-610-2273	857-453-4517	Email: <a href="mailto:memberservices@commonwealthcare.org">memberservices@commonwealthcare.org</a>	
Provider Services				
Provider Services ✓ Covered services ✓ Authorization status ✓ Service denials/appeals status ✓ Provider Portal ✓ General questions	866-420-9332		Email: <a href="mailto:ProviderServices@commonwealthcare.org">ProviderServices@commonwealthcare.org</a>	
Provider Network				
Provider Relations ✓ Training, orientation, general questions			Email: <a href="mailto:providerrelations@commonwealthcare.org">providerrelations@commonwealthcare.org</a>	
Provider enrollment, provider demographic updates ✓ New provider enrollment ✓ Provider demographic updates		857-465-7465	Email: <a href="mailto:pnmdepartment@commonwealthcare.org">pnmdepartment@commonwealthcare.org</a>	
Provider credentialing ✓ Credentialing / recredentialing			Email: <a href="mailto:Credentialing@commonwealthcare.org">Credentialing@commonwealthcare.org</a>	
Provider contracting ✓ Requests to become a Commonwealth Care Alliance provider, Medical or Behavioral Health		617-517-7738	Email: <a href="mailto:ccacontracting@commonwealthcare.org">ccacontracting@commonwealthcare.org</a>	

## SECTION 1: KEY CONTACT INFORMATION

Contact	Telephone	Fax	Email	Website/Portal
Vision Benefit Administrator: VSP				
<ul style="list-style-type: none"> <li>✓ Claims processing</li> <li>✓ Member eligibility</li> <li>✓ Covered services</li> <li>✓ Provider Services</li> <li>✓ Appeals and grievances</li> <li>✓ Vision Provider Manual</li> </ul> <p><u>In-Network Providers</u>  Vision Service Plan  Attention: Claim Services  PO Box 385020  Birmingham, AL  35238-5020</p> <p><u>Out-of-Network Providers</u>  Vision Service Plan  Attention: Claim Services  PO Box 385018  Birmingham, AL  35238-5018</p>	800-615-1883			Portal: <a href="https://www.vspproviderhub.com/">https://www.vspproviderhub.com/</a>
Compliance				
Concerns and reporting <ul style="list-style-type: none"> <li>✓ Fraud, waste, and abuse and compliance concerns</li> </ul>	866-457-4953 Compliance Hotline **anonymous**			<a href="#">CCA Electronic submission form</a>
Third-Party Liability				
COB, third party, Q&A	617-426-0600 Ext. 1221		Email:	<a href="mailto:tplcoordinator@commonwealthcare.org">tplcoordinator@commonwealthcare.org</a>

## SECTION 1: KEY CONTACT INFORMATION

Contact	Telephone	Fax	Email	Website/Portal
Interpreter Services				
<p>Providers may contact the CCA Provider Services department, along with the member, and they will be connected to the appropriate interpreter telephonically.</p> <p>✓ Please have the following information available: member's name and ID number.</p> <p>Provider Services is available during the hours of 8 am to 6 pm (Monday–Friday). For assistance after business hours and weekends, please call CCA Member Services.</p> <p>Member Services is available during the hours of 8 am to 8 pm (Monday–Friday) and 8 am to 6 pm (Saturday and Sunday) to assist members with interpreter services.</p>	<p>Provider Services: 866-420-9332</p> <p>Member Services: 866-610-2273</p>		<p>Email: <a href="mailto:ProviderServices@commonwealthcare.org">ProviderServices@commonwealthcare.org</a></p> <p>Email: <a href="mailto:memberservices@commonwealthcare.org">memberservices@commonwealthcare.org</a></p>	



## SECTION 2: INTRODUCTION TO COMMONWEALTH CARE ALLIANCE

This section introduces Commonwealth Care Alliance and describes its mission, vision, and approach to giving the highest-quality health care to its members.

### What is Commonwealth Care Alliance?

Commonwealth Care Alliance (CCA) is an integrated care system influencing innovative models of complex care nationwide. A not-for-profit, community-based payer serving individuals with significant health needs, the CCA *uncommon care*® model is proven effective in addressing unmet social determinants of health, behavioral health, and medical needs. Mission-based and person-centered, CCA is singularly focused on sustainable and evidence-based healthcare breakthroughs that fill important gaps in care and improve the health and well-being of people with complex needs.

### Our Mission

Our mission is to improve the health and well-being of people with significant needs by innovating, coordinating, and providing the highest-quality, individualized care.

### Our Vision

Our vision is to lead the way in transforming the nation's healthcare for individuals with the most significant needs.

### Our Approach

Although the characteristics of the varied populations to be served by Commonwealth Care Alliance are quite different, experience has demonstrated common care system principles that are key to improving care and managing costs. These principles include:

- A “top to bottom” clear exclusive mission to serve vulnerable populations
- Specialized administrative and clinical programmatic expertise
- New approaches to care management and care coordination that support primary care clinicians through a team approach involving nurse practitioners, nurses, behavioral health clinicians, and/or non-professional peer counselors
- 24/7 personalized continuity in all care settings at all times
- Selective comprehensive primary care networks and selective networks of physician specialists, health care facilities, human service agencies, community-based organizations, and institutional long-term care services facilities
- Flexible benefit designs
- Promotion of member empowerment and self-management strategies
- Full integration of medical, behavioral health, and long-term care services
- State-of-the-art clinical information technology support for the care delivery and payment system

## SECTION 3: MEMBER ELIGIBILITY, APPEALS & GRIEVANCES

### 1. Senior Care Options Eligibility Requirements

**Commonwealth Care Alliance Senior Care Options (SCO) is for elders who:**

- Are age 65 or older
- Are eligible for MassHealth Standard\*
- Live in the Commonwealth Care Alliance [SCO service area](#)
- Agree to receive all covered health and long-term services through Commonwealth Care Alliance

**Note:** \* The SCO program is open to MassHealth Standard members with or without Medicare.

The program is open to elders in all living situations, including:

- Elders living independently
- Elders living in the community with support services
- Elders in long-term care facilities (the potential member cannot be an inpatient at a chronic or rehabilitative hospital, or reside in an intermediate care facility)

### 2. One Care Eligibility Requirements

**Commonwealth Care Alliance One Care is for adults who:**

- Are age 21 through 64 at the time of enrollment
- Are eligible for MassHealth Standard or CommonHealth
- Are enrolled in Medicare Parts A and B and eligible for Part D
- Do not have access to other public or private health insurance that meets basic benefit level requirements
- Live in the Commonwealth Care Alliance [One Care service area](#)
- Agree to receive all covered medical, behavioral health, and long-term services and supports through Commonwealth Care Alliance


**Note:** One Care will not currently enroll people who are in a [PACE](#) or [HCBS](#) waiver program.

## SECTION 3: MEMBER ELIGIBILITY, APPEALS & GRIEVANCES

### Member Identification Card

Each member receives a Commonwealth Care Alliance identification card to be used for services covered by Commonwealth Care Alliance and prescription drug coverage at network pharmacies for both Senior Care Options and One Care. Please see an example card below.

### Senior Care Options

 <b>commonwealth care alliance</b>	<b>Senior Care Options Program (HMO SNP)</b>
Member <FIRST M. LAST>	<b>Medicare<sup>Rx</sup></b> Prescription Drug Coverage
Member ID <CCA ID #>	RxBIN <b>610602</b> RxPCN <b>NVTD</b> RxGRP <b>SCO</b> Issuer ( <b>80840</b> )
Copays OV \$0 ER \$0 BH \$0 Rx \$0	H2225 001

**This plan covers both Medicare and Medicaid benefits including Medical, Behavioral Health, Dental, Pharmacy & Vision Care**

**Members:** Please use this card for both medical services and prescription drugs. In an emergency, call 911 or go to the nearest emergency room. Please call your PCP or care manager as soon as possible.

**Commonwealth Care Alliance Member Services:** 1-866-610-2273 (TTY 711)

**Provider Services:** Please call 1-866-610-2273 (TTY 711)

**Pharmacy Services:** Please call 1-866-270-3877

<b>Submit claims to:</b> Commonwealth Care Alliance Claims P.O. Box 22280 Portsmouth, NH 03802-2280 Tel. 1-800-306-0732	<b>Submit dental claims to:</b> CCA Claims P.O. Box 508 Milwaukee, WI 53201 Tel. 1-855-434-9243
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**www.commonwealthcaresco.org**

### One Care

 <b>commonwealth care alliance</b>	<b>One Care</b>
Member <FIRST M. LAST>	<b>Medicare<sup>Rx</sup></b> Prescription Drug Coverage
Member ID <CCA ID #>	RxBIN <b>610602</b> RxPCN <b>NVTD</b> RxGRP <b>ICO</b> RxID <subscriber ID>
Health Plan (80840) <b>1100 314 50B</b>	
Care Coordinator Phone: 1-866-610-2273 (TTY 711)	
Copays: OV \$0 ER \$0 BH \$0 Rx \$0	H0137 001

**Members:** Please use this card for both medical services and prescription drugs. In an emergency, call 911 or go to the nearest emergency room. Please call your PCP or care manager as soon as possible.

**Commonwealth Care Alliance Member Services:** 1-866-610-2273 (TTY 711)

**Provider Services:** Please call 1-866-610-2273 (TTY 711)

**Pharmacy Services:** Please call 1-866-270-3877

<b>Submit claims to:</b> Commonwealth Care Alliance Claims P.O. Box 22280 Portsmouth, NH 03802-2280 Tel. 1-800-306-0732	<b>Submit dental claims to:</b> CCA Claims P.O. Box 508 Milwaukee, WI 53201 Tel. 1-855-434-9243
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**www.commonwealthonecare.org**

Please call Provider Services at 866-420-9332 to verify member eligibility and confirm that the membership is still active.

## SECTION 3: MEMBER ELIGIBILITY, APPEALS & GRIEVANCES

### Interpreter Services

Commonwealth Care Alliance providers must ensure that members have access to medical interpreters, signers, and TDD/TTY services to facilitate communication, without cost to them.

If the member speaks a language that is not prevalent in the community and/or the provider does not have access to interpretation, CCA will provide telephonic language assistance services.

Providers, along with the member, may contact the CCA Provider Services department at 866-420-9332 and they will be connected to the appropriate interpreter telephonically.

- Please have the following information available: member's name and CCA ID number.

Provider Services is available during the hours of 8 am to 6 pm (Monday–Friday). For assistance after business hours and weekends, please call CCA Member Services at 866-610-2273.

Member Services is available during the hours of 8 am to 8 pm (Monday–Friday) and 8 am to 6 pm (Saturday and Sunday) to assist members with interpreter services.

### Prevent Discrimination

Commonwealth Care Alliance complies with applicable federal civil rights laws and does not discriminate on the basis of medical condition, health status, receipt of health services, claims experience, medical history, disability (including mental impairment), marital status, age, sex (including sex stereotypes and gender identity), sexual orientation, national origin, race, color, religion, creed, public assistance, or place of residence. Commonwealth Care Alliance does not exclude people or treat them differently because of medical condition, health status, receipt of health services, claims experience, medical history, disability (including mental impairment), marital status, age, sex (including sex stereotypes and gender identity), sexual orientation, national origin, race, color, religion, creed, public assistance, or place of residence.

All CCA providers must:

1. Provide all medically necessary covered services to members.
2. Provide services without resulting in unlawful discrimination against members.
3. Assist non-English-speaking members with interpreter services if needed. (Providers can call CCs Provider Services for translation services at 866-420-9332.)

### Office Access Parity

Commonwealth Care Alliance providers will ensure that Commonwealth Care Alliance members have equal access or parity to providers as commercial members of other health plans, or as to individuals eligible to receive services through MassHealth's fee-for-service system. This parity may include hours of office operations, after-hours care, and provider coverage.

### **Office Access and Availability**

Commonwealth Care Alliance is committed to providing provider access and availability to its members in a timely manner. In addition to this commitment, the state has provided a timeframe requirement that the Commonwealth Care Alliance provider network needs to adhere to in order to support each member's needs. The timeframe requirements are as follows:

- **Primary Care Office Visits**

Primary care office visits must be available within ten (10) calendar days, and specialty care office visits must be available within thirty (30) days of the enrollee's request for non-urgent symptomatic care.

- **Urgent Care and Symptomatic Office Visits**

All urgent care and symptomatic office visits must be available to enrollees within 48 hours. A symptomatic office visit is an encounter associated with the presentation of medical symptoms or signs, but not requiring immediate attention. Examples include recurrent headaches or fatigue.

- **Non-symptomatic Office Visits**

All non-symptomatic office visits must be available to enrollees within thirty (30) calendar days. Examples of non-symptomatic office visits include, but are not limited to, well and preventive care visits for covered services, such as annual physical examinations or immunizations. Behavioral health providers access and availability timeframes can be found in Section 11 of this Provider Manual.

## Appeals and Grievances

### Filing an Appeal or Grievance on Behalf of a Member

Providers may file an appeal or grievance on behalf of a member using the procedures described below. An Appointment of Representative form (AOR) is requested to file appeals and required to file a grievance on behalf of a member. An appeal will not be delayed for receipt of the AOR.

An AOR form can be printed from the following link: <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS1696.pdf>. The form must be completed by the member and signed by the member and provider within 44 days of receipt of the appeal request. Return the completed form to CCA via fax at 857-453-4517 or at the following address:

Commonwealth Care Alliance  
Attn: Appeals & Grievances  
30 Winter Street  
Boston, MA 02108

## Appeals

Appeals are procedures that deal with the review of adverse initial determinations made by Commonwealth Care Alliance regarding health care services or medication. Appeals processed by CCA are called Level 1 appeals. Depending on whether the service or drug is covered by Medicare or Medicaid or both, there are additional levels of appeals available, including: Independent Review Entity (IRE) or Board or Hearing (BOH), Administrative Law Judge (ALJ), Medicare Appeal Counsel (MAC), and Federal Court.

Instructions for filing a Level 1 appeal with CCA are listed on the initial denial notification and include both standard and expedited options. Providers may file a pre-service appeal on a member's behalf within 60 days of the denial by calling Provider Services at 866-420-9332, by sending a fax to the Appeals & Grievances department at 857-453-4517 or via mail at the address listed above. A provider does not need to be the representative to initiate an appeal, but is required to submit an appointment of representative form (AOR) prior to the end of the appeal timeframe. The appeal will not be delayed by the requirement for an AOR. CCA includes as parties to the appeal the member and the appeal representative, or the legal representative of a deceased member's estate.

### Appeal Resolution Timeframes

Appeal Type	Part C	Part B	Part D
Standard	30 days	7 days	7 days
Expedited	72 hours	72 hours	72 hours

Appeals can be submitted as expedited (also called a "fast appeal") or standard. If the provider indicates that applying the standard timeframe could seriously jeopardize the life or health of the enrollee or the enrollee's ability to regain maximum function (the physician does not have to use these exact words), the plan will process the appeal as expedited.

CCA may extend these timeframes up to 14 calendar days if the member requests the extension or if CCA justifies the need for additional information and how the extension will benefit the member.

## SECTION 3: MEMBER ELIGIBILITY, APPEALS & GRIEVANCES

Appeals are decided by a medical director who has not been involved in the initial level of review and does not report to the individual who made the initial determination. Providers and members may submit supporting evidence for the appeal at any time during the appeal timeframe. Upon decision, the member and provider are notified in writing. For expedited appeals, the member and provider will also receive verbal notification of the decision.

If an appeal is approved, authorization will be entered within the appeal timeframe. If an appeal is denied, there are additional levels of review available. CCA requires that members and their appeal representative exhaust the CCA internal appeals process before filing a Level 2 (external) appeal.

Any denial for a Medicare covered Part B or C service is automatically sent to the Medicare IRE for a second-level review. For Part D appeals, a second-level review must be requested in writing to the IRE as directed on the denial letter. For Medicaid covered services, the member or provider may file a request for a Level 2 review with the Board of Hearing (BOH). For services covered by both Medicare and Medicaid both processes may be used and the decision most favorable to the member is effectuated (See table).

### External Appeals

CCA ensures that members have access to all Medicaid (MassHealth) and Medicare Appeal processes.

Level	Type	Entity
1	Internal	CCA
2	External	The Independent Review Entity (IRE) (Medicare); Board of Hearing (Medicaid)
3	External	Administrative Law Judge (ALJ)
4	External	Medicare Appeals Council (MAC)
5	External	Federal District Court

### Grievances

Grievances are defined as an expression of dissatisfaction with any aspect of the operations, activities, or behavior of a plan or its delegated entity in the provision of health care items, services, or prescription drugs, regardless of whether remedial action is requested or can be taken.

If a member expresses a grievance to a provider, the provider should encourage the member to contact CCA directly. If a provider wishes to file a grievance on a member's behalf, they must be the member's AOR.

Grievances are accepted orally and in writing at any time. CCA sends written acknowledgement of the receipt of each grievance to the member or representative within one business day of receipt. When a grievance is received, the issue is investigated internally or with our vendors or providers and tracked for quality and reporting. CCA ensures that the decision-makers on quality of care grievances have the appropriate clinical expertise.

### SECTION 3: MEMBER ELIGIBILITY, APPEALS & GRIEVANCES

A resolution of the grievance is relayed to the member or representative. Resolution can be oral for One Care grievances received orally, and all other cases are responded to in writing. Grievances about quality of care are always responded to in writing.

#### Grievance Resolution Timeframes

<b>Standard</b>	30 days, plus extension up to 14 days, when applicable
<b>Expedited</b>	24 hours

Grievances are handled according to the standard timeframe unless the dissatisfaction is about the refusal to expedite an initial or appeal review, or the request to take an extension on an appeal or grievance. In those instances, the case is reviewed and responded to within 24 hours and a new determination is made on the expedited review or extension.

It is the responsibility of all network providers to participate in our grievance review process. Providers are expected to respond to a request for information from CCA within five business days. This turnaround time is required to ensure that the plan meets its regulatory and accreditation requirements to the member and remains compliant with all state and federal requirements. A finding letter is sent to the provider and member at the end of the investigation.



## SECTION 4: PRIOR AUTHORIZATION REQUIREMENTS

In accordance with the member's evidence of coverage, certain services performed by contracted providers require a prior authorization before being rendered. The Commonwealth Care Alliance Authorization and Utilization Management department is responsible for reviewing prior authorization service requests from providers. All requests (except behavioral health, specialized radiology services & inpatient/observation admissions—please see below for details) must be faxed to **855-341-0720** using the Standardized Prior Authorization Request form along with the necessary clinical documentation to support the request. [Download the form.](#)

- Behavioral health prior authorization service requests must be faxed to **855-341-0720** using the appropriate form for the service requested along with the necessary clinical documentation to support the request. [Download the forms.](#)
- Specialized radiology prior authorization service requests must be faxed to **855-341-0720** using the appropriate form for the service requested along with the necessary clinical documentation to support the request. [Download the forms.](#)
- Inpatient/observation admissions prior authorization service requests must be faxed to **855-811-3467** using the appropriate form for the service requested along with the necessary clinical documentation to support the request. [Download the forms.](#)

Prior authorization decisions will be made no later than fourteen (14) calendar days after CCA receives the request (or within seventy-two [72] hours for expedited requests). Medicare Part B medication requests are made no later than seventy-two (72) hours for standard requests and twenty-four (24) hours for expedited requests. Services requiring prior authorization by CCA are listed below. If a requested service or item is not listed below, please call Commonwealth Care Alliance at **866-610-2273** for clarification.

[Prior Authorization Requirements Table \(pdf\)](#)

### When to request an authorization to be expedited:

A member or any physician may request that CCA expedite an organization determination (prior authorization request) when the member or his/her physician believes that waiting for a decision under the standard time frame could place the enrollee's life, health, or ability to regain maximum function in serious jeopardy.

### Medical Necessity Guidelines

All Medical Necessity Guidelines can be located on the Commonwealth Care Alliance website, under the Medical Guidelines section of the Provider Page. Please [click here](#) for more information.

## SECTION 4: PRIOR AUTHORIZATION REQUIREMENTS

### Durable Medical Equipment (DME)

[Click here](#) for a code-specific list of Durable Medical Equipment (DME) and other services requiring prior authorization (PA) for Commonwealth Care Alliance One Care and Senior Care Options.

### Emergency Medical Treatment and Labor Act

As defined by the Emergency Medical Treatment and Labor Act (EMTALA 42 CFR 489), the Commonwealth Care Alliance provider network will provide proper medical screenings and examinations by qualified hospital personnel for all individuals who seek care in a provider's emergency department. A provider will either provide stabilizing treatment for that individual or arrange for another qualified provider to do so. Nothing shall impede or obstruct a provider from rendering emergency medical care to an individual.

### Referrals

All contracted providers in the CCA network are required to direct members to in-network CCA providers when arranging for covered services related to a member's care. A list of In-network CCA providers can be on the [Provider Directory](#) or by contacting CCA Provider Services at 866-420-9332.

### Continuity of Care

Out-of-network providers: CCA will honor covered services provided by an out-of-network provider during the Continuity of Care (COC) period, please refer to our [Out of Network Provider Payment Policy](#).

Contracted providers: You are required to assist in the redirection to an in-network provider for services to continue after the COC period, if services are still considered medically necessary.

## SECTION 5: CENTRALIZED ENROLLEE RECORD

Commonwealth Care Alliance utilizes Altruista Health as its electronic member record (EMR) or centralized enrollee record (CER).

In order to ensure the highest-quality, most effective health care to members, all providers are reminded to review their provider agreement with Commonwealth Care Alliance for provider obligations regarding their documentation in all Commonwealth Care Alliance member clinical records and the obligation to share clinical information with Commonwealth Care Alliance primary care teams and interdisciplinary care teams.

## SECTION 6: CLAIMS AND BILLING PROCEDURES

This section is intended for Commonwealth Care Alliance providers. The information here enables providers to comply with the policies and procedures governing Commonwealth Care Alliance managed care plans.

Updates or changes to this section are made in the form of provider bulletins that Commonwealth Care Alliance provides to you by mail, facsimile, or the Commonwealth Care Alliance website.

Commonwealth Care Alliance pays clean claims submitted for covered services provided to eligible Commonwealth Care Alliance members. In most cases, Commonwealth Care Alliance pays clean claims within 30 days of receipt.

The receipt date is the day that Commonwealth Care Alliance receives the claim. Claim turnaround timelines are based on the claim receipt date. Filing limits are strictly adhered to and are specified in your contract.

Please note that contracted providers must file claims no later than 90 days from date of service unless the filing limit is stipulated otherwise in their contract. Non-contracted providers must file claims no later than 12 months, or 1 calendar year, after the date the services were furnished.

Commonwealth Care Alliance accepts both electronic and paper claims with industry-standard diagnosis and procedure codes that comply with the Health Information Portability and Accountability Act (HIPAA) Transaction Set Standards. Detailed instructions for completing both the CMS HCFA 1500 and UB04 claim forms are available.

[Download instructions](#)

If CCA has returned a rejected paper or electronic claim due to missing or incomplete information, please make the necessary correction as indicated in the rejection letter and resend the claim following the standard billing practice for clean claims submission within the required timely filing limit.

Providers are responsible for obtaining prior authorization from Commonwealth Care Alliance before providing services. Please consult your contract, review the "Covered Services and Prior Authorization" section of this manual, or contact the Commonwealth Care Alliance Provider Services department to determine if prior authorization is needed.

### Contact Information for Provider Claims, Billing Support, and EDI Support

Claims, Customer Service is available Monday–Friday, 8:30 am– 5:00 pm.

- ✓ Telephone number: 800-306-0732
- ✓ EDI support: [ccaedisupport@pcqus.com](mailto:ccaedisupport@pcqus.com)

## SECTION 6: CLAIMS AND BILLING PROCEDURES

### Billing Members

Providers **shall not** seek or accept payment from a Commonwealth Care Alliance member for any covered service.

Providers must accept Commonwealth Care Alliance payment as **payment-in-full** as detailed in the provider's contract with Commonwealth Care Alliance. CCA members are Medicare and/or MassHealth beneficiaries and providers are prohibited from billing members, regardless of claims payment or denial.

Providers are responsible for obtaining prior authorization from Commonwealth Care Alliance before providing services. Please consult your contract, review the "Covered Services and Prior Authorization" section of this manual, or contact Commonwealth Care Alliance Provider Services to determine if prior authorization is needed.

### Eligibility

Providers are required to confirm member eligibility on a regular basis prior to rendering services, even if prior authorization covers a long period.

Eligibility may be confirmed by:

- Logging in to the [CCA Provider Portal](#)
- Logging in to the [EZ NET Online Claims Web Portal](#)
- Using the [MassHealth Provider Online Service Center](#)
- Using the [NEHEN Provider Portal](#)
- CCA Provider Services Department at 866-420-9332

### Claims Submission

Commonwealth Care Alliance accepts submissions of properly coded claims from providers by means of Electronic Data Interchange (EDI), EZ Net Online Claims Web Portal, or industry-standard paper claims. The provider acknowledges and agrees that each claim submitted for reimbursement reflects the performance of a covered service that is fully and accurately documented in the member's medical record prior to the initial submission of any claim. No reimbursement or compensation is due should there be a failure in such documentation. Providers shall hold all members harmless, regardless of payment or denial.

Providers are responsible for obtaining prior authorization from Commonwealth Care Alliance before providing services. Please consult your contract, review the "Covered Services and Prior Authorization" section of this manual, or contact the Commonwealth Care Alliance Member Services department to determine if prior authorization is needed.

### Electronic Data Interchange Claims

Commonwealth Care Alliance accepts electronic claims through Electronic Data Interchange (EDI) as its preferred method of claims submission. All files submitted to Commonwealth Care Alliance must be in the ANSI ASC X12N format, version 5010A, or its successor version.

Claims submitted via EDI must comply with HIPAA transaction requirements. EDI claims are sent via modem or via a clearinghouse. The claim transaction is automatically uploaded into the claims processing system. Commonwealth

## SECTION 6: CLAIMS AND BILLING PROCEDURES

Care Alliance has a Companion Guide and Training manual that further explains the requirements and operations.

[Click here to access the Companion Guide and Training manual.](#)

At a minimum, EDI claims must include:

<ul style="list-style-type: none"><li>• Member first/last name</li><li>• Date of birth</li><li>• Member ID</li><li>• Rendering provider</li><li>• Rendering provider NPI</li><li>• Pay-to name</li></ul>	<ul style="list-style-type: none"><li>• Pay to tax ID</li><li>• Place of service</li><li>• Diagnosis code</li><li>• Procedure code</li><li>• Modifiers</li><li>• Billed amount</li><li>• Quantity</li></ul>
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Please email the EDI department directly at [ccaedisupport@pcgus.com](mailto:ccaedisupport@pcgus.com) if you have additional questions regarding EDI transaction data sets or getting set up for EDI claims submission. Contact Claims Customer Service or use the secure [EZ NET Online Claims Web Portal](#) for all other claim inquiries.

For more information on EDI implementation, refer to the [Medicare Billing Fact Sheet](#).

### Initial EDI Setup

In order to submit claims electronically to Commonwealth Care Alliance, providers must submit a completed [EDI Questionnaire](#).

- Questionnaire may be emailed to our EDI department at [ccaedisupport@pcgus.com](mailto:ccaedisupport@pcgus.com)

If you require assistance with completing this form, you may contact our EDI department at [ccaedisupport@pcgus.com](mailto:ccaedisupport@pcgus.com).

- Upon receipt and review of a completed EDI Questionnaire, Commonwealth Care Alliance can assist a provider with a recommendation of an appropriate EDI option.

### Three EDI Options

Commonwealth Care Alliance offers three options for submitting EDI claims. With the appropriate option in place for your electronic workflow, electronic billing results in fewer errors, lower costs and increased efficiency for businesses on both ends of the transaction. These options are detailed below:

- **Option One**

#### Clearinghouse Submitters

Standard 837 file submissions through a clearinghouse using the Commonwealth Care Alliance payer ID number, 14315. This PIN is the identifier at the Clearinghouse to route claims directly to the Claims Operation department.

- **Option Two**

#### Direct Submitters

This option is for those entities that choose to create their own 837 file and submit that file directly to the Commonwealth Care Alliance portal. Commonwealth Care Alliance offers a secure web portal where providers can obtain access to claim status, member eligibility, and multiple claim submission options.

## SECTION 6: CLAIMS AND BILLING PROCEDURES

The easy-to-navigate web portal requires authorized billers and providers to obtain a login to access information. If you wish to request online access, you can send a request via email with your tax ID and group NPI to [ccaedisupport@pcgus.com](mailto:ccaedisupport@pcgus.com) with notation regarding which options you would like to access. Once you are a registered user, please click here to access the [EZ NET Online Claims Web Portal](#).

- **Option Three**

### Single Claims Submitters

Single claims submissions are for professional claims only. This option is for those vendors that do not have the technical capabilities of creating an 837 file for batch submissions but need to make single submissions. Providers are given the opportunity to enter single claims directly into our secure web portal and are provided a detailed training via WebEx with technical support provided to assist in the transmissions.

Alternatively, providers who submit non-batch 837 files may opt to enroll in one of various ways that clearinghouse Change Healthcare can accept claims. There are multiple options that providers may use, including ConnectCenter and APIs. Please [click here](#) to determine what might fit your office needs.

**Please note:** Options Two and Three allow vendors to use our automated secure web portal interface to transmit HIPAA-compliant claims for processing and the ability to view member and provider data and claim processing status, per level of authorization.

Providers using electronic submission must submit clean claims to Commonwealth Care Alliance or its designee, as applicable, using the HIPAA-compliant 837 electronic format or a CMS-1500/UB-04, or their successors, as applicable.

### Reprocessing EDI Claims

Providers may submit corrected claims electronically or by mailing a corrected paper claim to correct a claim that was previously submitted and paid or denied. Corrected claim submissions do not apply to an original or first-time submission. Please [click here](#) to obtain the Request for Claim Review form.

Mail corrected paper claims to:

Commonwealth Care Alliance  
P.O. Box 548  
Greenland, NH 03840-0548

## Electronic Fund Transfer (EFT)

Commonwealth Care Alliance (in partnership with Payspan) has implemented an enhanced online provider registration process for electronic funds transfer (EFT) and electronic remittance advice (ERA) services.

Once a provider has registered, this no-cost secure service offers a number of options for viewing and receiving remittance details. ERAs can be imported directly into a practice management or patient accounting system, eliminating the need to rekey remittance data.

Multiple practices and accounts are supported. Providers can reuse enrollment information to connect with multiple payers. Different payers can be assigned to different bank accounts.

Providers will no longer receive paper Explanation of Payments (EOPs). EOPs can be viewed and/or downloaded and printed from Payspan's website, once registration is completed. Providers can register using Payspan's enhanced provider registration process at [Payspanhealth.com](https://payspanhealth.com).

Payspan Health Support can be reached via email at [providersupport@Payspanhealth.com](mailto:providersupport@Payspanhealth.com), by phone at 877-331-7154 (Option #1), or online at [Payspanhealth.com](https://payspanhealth.com).

## EFT Advantages

- By using EFT, you eliminate the risks associated with lost, stolen, or misdirected checks
- With EFT you will save yourself and your company valuable time
- EFT eliminates excess paper and helps you automate your office
- EFT is HIPAA compliant (ASC X12 835 Health Care Payment and Remittance Advice or subsequent standard)

The Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires the Department of Health and Human Services (HHS) to establish national standards for electronic health care transactions for health plans and providers.

The 835 X12N Implementation Guides were implemented as the standard documents to be used in order to comply with claims transaction compliance for electronic data interchange in health care.

## Explanation of Payment (EOP) Statements

Commonwealth Care Alliance, in partnership with Payspan, provides online access to EOPs. Payspan delivers remittance information and electronic payment information to CCA providers, replacing the paper delivery of EOP statements. This service offers providers online access to current EOP statements.

EOPs can be printed from the [Payspan website](https://payspanhealth.com), and ANSI 835 electronic remittance advice (ERAs) are also available for download. The website has tools and workflow management options to manage your payments and remittances.

To get started, providers can register using Payspan's enhanced provider registration process at [Payspanhealth.com](https://payspanhealth.com).

Payspan Health Support can be reached via email at [providersupport@payspanhealth.com](mailto:providersupport@payspanhealth.com), by phone at 877-331-7154 (Option #1), or online at [Payspanhealth.com](https://payspanhealth.com).



## SECTION 6: CLAIMS AND BILLING PROCEDURES

### Paper Claims

**All providers are encouraged to submit claims to Commonwealth Care Alliance electronically whenever possible.** Commonwealth Care Alliance does recognize, however, that some providers may choose to submit for reimbursement using industry-standard paper claim forms. If the provider does submit paper claim forms, the following forms are acceptable.

- CMS-1500
- CMS-1450 (UB-04)
- American Dental Association (ADA) Dental Claim Form

All information must be typed and aligned within the data fields. Please do not stamp, handwrite, or use correction fluid. For complete instructions please refer to the detailed instructions for completing both the CMS HCFA 1500 and UB04 claims forms. [Download Instructions](#)

[Click here](#) for more information about Medicare Billing: 837P and Form CMS-1500.

Mail all paper claims to:

Commonwealth Care Alliance  
P.O. Box 548  
Greenland, NH 03840-0548

Please note: While Commonwealth Care Alliance accepts paper claim submissions, Electronic Billing and Electronic Funds Transfer (EFT) are preferred. Please email [ccaedisupport@pcgus.com](mailto:ccaedisupport@pcgus.com) to request online access. If providers utilize billing agencies to manage their account receivables, please grant them access to Payspan and to the secure EZ NET Online Claims Web Portal.

### Use of Invoices

**All providers are encouraged to submit single claims submissions and not use invoices for billing.** Single claims submissions will deliver claims to Commonwealth Care Alliance in real time. However, in the **limited** circumstances that certain, identified providers use invoices for billing and not standard billing forms, Commonwealth Care Alliance has created an invoice that will be accepted for billing purposes.

To receive a blank copy of the Commonwealth Care Alliance invoice, please call Claims Customer Service at 800-306-0732. Commonwealth Care Alliance will work with your practice to enable them to successfully submit claims on standard CMS-1500, CMS-1450, or ADA forms going forward.

### Use of Modifiers

Commonwealth Care Alliance follows MassHealth and CMS guidelines regarding modifier usage. Pricing modifier(s) should be placed in the first position(s) of the claim form.

## SECTION 6: CLAIMS AND BILLING PROCEDURES

### Timely Claims Submission

Unless otherwise stated in the agreement, providers must submit clean claims, initial, and corrected, to Commonwealth Care Alliance. The start date for determining the timely filing period is the “from” date reported on a CMS-1500 or 837-P for professional claims or the “through” date used on the UB-04 or 837-I for institutional claims.

Unless prohibited by federal law or CMS, Commonwealth Care Alliance may deny payment of any claim that fails to meet Commonwealth Care Alliance submission requirements for clean claims or failure to timely submit a clean claim to Commonwealth Care Alliance.

Please note that contracted providers must file claims no later than 90 days from the date of service unless the filing limit is stipulated otherwise in the contract. Non-contracted providers must file claims no later than 12 months, or 1 calendar year, after the date the services were furnished.

The following items are accepted as proof that a claim was submitted in a timely manner:

- A clearinghouse electronic acknowledgement indicating claim was electronically accepted by Commonwealth Care Alliance; and
- A provider’s electronic submission sheet that contains all the following identifiers:
  - patient name;
  - provider name;
  - date of service to match Explanation of Payment (EOP)/claim(s) in question;
  - prior submission bill dates; and
  - Commonwealth Care Alliance product name or line of business.

### Checking Claim Status

Once you are a registered user, providers may check claims status, member eligibility, and provider status through the [CCA Provider Portal](#) and/or the [EZ NET Online Claims Web Portal](#). All other providers requesting information on the status of a claim, including clarification of any Explanation of Payment code, must call Claims Customer Service at 800-306-0732.

### Web Portals

Commonwealth Care Alliance offers two secure web portals where providers can obtain access to claim status, member eligibility, and other options.

**CCA Provider Portal:** CCA offers a secure Provider Portal, where active and participating providers, provider groups, hospitals, and ancillaries may register to obtain access to member eligibility and authorization status; to access and download CCA documentation, forms, and templates; to access the EZNet Online Claims Web Portal; and to access Explanation of Payments.

To access the CCA Provider Portal, you will need to create a new account—be sure to have the most recent CCA Explanation of Payment (EOP) available, along with “check number” and corresponding “payment amount” to assist in the validation process. Please click the [CCA Provider Portal](#) and follow the additional steps required for access.

**EZ NET Online Claims Web Portal:** The easy-to-navigate claims web portal requires authorized billers and providers to obtain a login to access this information. If you wish to request online access, you can send a request via email to [ccaedisupport@pcgus.com](mailto:ccaedisupport@pcgus.com). If providers utilize billing agencies to manage their account receivables, please grant them access to Payspan and to the secure [EZ NET Online Claims Web Portal](#).

## SECTION 6: CLAIMS AND BILLING PROCEDURES

### Corrected Claims

To modify a claim that was originally submitted on paper or via EDI submission and paid or denied, providers must submit a corrected claim via either paper or 837 submission. If the corrected claim requires the inclusion of additional information, invoice, prescription, etc., the submission must be manual.

### How to Submit a Paper Corrected Claim

A provider may submit a corrected paper claim to modify a claim that was previously submitted and paid or denied (e.g., changing units, dates of service, bill type, etc.).

A Request for Claim Review form must accompany each paper corrected claim; click here for the [Request for Claim Review form](#). For detailed instructions for completing both the CMS HCFA 1500 and UB04 claims forms, click here to [download the instructions](#).

#### Paper Corrected Claim Must Include:

- Completed Request for Claim Review form
  - The original claim number
  - An indication of the item(s) needing correction
- A CMS HCFA 1500 or UB04 paper claim form with the corrections
  - No handwritten changes
  - No correction fluid on form
- Any required supporting documentation

#### Submission Requirements:

The provider may submit a paper corrected claim accompanied by required documentation stated above. Corrected claims may be submitted electronically. Corrected claim requests will be considered when received within **90 days** from the original payment or denial date as indicated on the EOP and accompanied by supporting documentation when applicable. CCA reviews all corrected claim requests within 60 calendar days from receipt date.

#### Provider must submit their paper corrected claim request to the address below:

Commonwealth Care Alliance  
P.O. Box 548  
Greenland, NH 03840-0548

### Rejected Claims

If Commonwealth Care Alliance returns/rejects a claim due to missing or incomplete information, it is the provider's responsibility to re-submit a clean claim within original filing limits.

#### Mail all paper claims to:

Commonwealth Care Alliance  
P.O. Box 548  
Greenland, NH 03840-0548

## SECTION 6: CLAIMS AND BILLING PROCEDURES

### Provider Appeals

If a provider disagrees with a CCA decision of denial or reimbursement of a claim, the provider can file an appeal for reconsideration. All provider appeals must be received in writing. Examples of why a provider might appeal a claim decision include:

- Denials due to timely filing
- Claims believed to be adjusted incorrectly
- Disputing a request for recovery of overpayments

#### Provider Appeals Do Not Include:

- Seeking resolution of a contractual issue payment disputes wherein the provider believes CCA is paying an amount different than was contractually agreed should be directed to [CCAContracting@commonwealthcare.org](mailto:CCAContracting@commonwealthcare.org).
- An appeal made by a provider on behalf of a specific Member should be directed to the CCA Provider Services department 866-420-9332.
- Incomplete or incorrect claims: If CCA returns a claim due to missing or incomplete information, the claim may be resubmitted using the CCA [Request for Claim Review form](#).

#### All Provider Appeals Must Include:

- Request for Claim Review form
- Provider's tax identification number
- Provider's contact information
- A clear identification of the appeals item
- A concise explanation for which the provider believes the payment amount, request for additional information, or other CCA action is incorrect
- The remittance advice (or the member name, date of service, CPT or HCPC codes, original claim number)
- Copy of the authorization (if authorization was required)
- An explanation for good cause if attempting to appeal a timely filing denial

If a provider appeal does not include all required information listed above, a request for additional information may be issued to the requesting provider. If the request for additional information is not returned with the required information by the 60<sup>th</sup> day from the initial appeal receipt, the appeal will be dismissed.

#### Submission Requirements for Contracted Providers

The provider claim appeal by a contracted provider must be made in writing accompanied by required documentation stated above.

Appeal requests will be considered when received within 90 days from the original payment or denial date as indicated on the EOP with supporting documentation.

Commonwealth Care Alliance reviews all appeals within 60 calendar days. Commonwealth Care Alliance will review all supporting documentation submitted with the appeal to make a determination.

## SECTION 6: CLAIMS AND BILLING PROCEDURES

### Submission Requirements for Non-Contracted Providers

The provider claim appeal by a non-contracted provider must be made in writing accompanied by required documentation stated above.

Appeal requests will be considered when received within 60 days from the original payment or denial date as indicated on the EOP, per CMS regulations.

**Waiver of Liability:** Non-contracted providers **must** include a signed [Waiver of Liability](#) form holding the enrollee harmless regardless of the outcome of the appeal. This form must be accompanied with the claim appeal. If a signed Waiver of Liability (WOL) is not received with the appeal request, the provider will be issued a letter requesting the documentation accompanied by a blank WOL. If a signed WOL is not received within the appeal time period, the appeal will be dismissed.

Commonwealth Care Alliance reviews all appeals within 60 calendar days. Commonwealth Care Alliance will review all supporting documentation submitted with the appeal to make a determination.

### Contracted and Non-Contracted Providers Must Submit Their Request to the Address Below:

Commonwealth Care Alliance  
P.O. Box 548  
Greenland, NH 03840-0548

For additional questions on provider appeals, please contact the Claims Customer Service department at 800-306-0732.

## SECTION 6: CLAIMS AND BILLING PROCEDURES

### Hospice

**Senior Care Options:** – Commonwealth Care Alliance's participation in the hospice pilot program ends December 31, 2021. Beginning January 1, 2022, Original Medicare will be the payor for dually eligible SCO members that elect hospice on or after January 1, 2022. Dually eligible SCO members that elected hospice during the 2021 plan year will remain with CCA as the payor, unless they disenroll and reenroll in hospice during the 2022 plan year. MassHealth Only SCO members remain with CCA as they payor.

**One Care:** Services rendered to CCA One Care members electing hospice should be billed to Medicare.

### Payment Policy

CCA has developed a payment policy program to provide guidance to providers on current coding and billing practices set by CCA. All payment policies are designed to assist providers with claim submission. All payment policies are guides in helping CCA make determinations on plan coverage and reimbursement. Payment policies will be consistently updated to ensure accurate coding and billing guidance following CMS Medicare/Medicaid and the Executive Office of Health and Human Services. CCA will follow additional guidance as deemed necessary in the development of all payment policies. References to policy guidance are provided within all payment policies. Payment policies are located on the provider website under Policies and Guidelines: [Provider Payment Policies](#)

### National Drug Coverage

Effective for claims with a date of service on or after January 1, 2018, CCA will begin enforcing the Physician, Health Care Professional, Facility and Ancillary Provider Administrative Guide for Commercial and Medicare Advantage Products national drug code (NDC) requirement. CCA implemented a new NDC requirement payment policy, effective January 1, 2018. As a result, CCA SCO and One Care members' professional claims submitted for reimbursement for drug-related codes must include the NDC number, quantity, and unit of measure. This requirement applies to paper claim form CMS-1500 and Electronic Data Interface (EDI) transaction 837P when billed for drug-related healthcare common procedure coding system (HCPCS) codes and drug-related current procedure terminology (CPT) codes. The NDC, quantity, and unit of measure will be enforced in addition to the corresponding HCPCS and CPT codes and the units administered for each code. If you do not include the NDC with your claims submission, your claim will be denied, and you will be required to follow the Claim Reconsideration policy. Enforcing the NDC will allow CCA to differentiate and target drugs that share the same HCPCS code for drug preferences and rebates and will allow us to identify billing errors and improve reimbursement processes.

**Note:** Hospital facility outpatient claims will not be subject to enforcement of the NDC requirement at this time.

**Extended Care Facility Billing Information**

Extended care facilities are required to submit claims with the appropriate codes for services rendered to Commonwealth Care Alliance members. The use of the codes detailed below will ensure proper processing and accurate payment. Please refer to Section 4, "Prior Authorization Requirements."

<b>Revenue Code</b>	<b>Description</b>
<b>Rev Code 192</b>	Sub-acute level of care—short-term, goal-oriented treatment plan requiring nursing care or rehabilitation at a high intensity level; lower intensity than acute care
<b>Rev Code 191</b>	Skilled nursing level of care—short-term, goal-oriented treatment plan whereas the member cannot be treated in a community-based setting; lower intensity than sub-acute
<b>Rev Code 120</b>	Custodial level of care—absent of a defined treatment goal, yet the member's functional or cognitive status requires the support of a facility setting
<b>Rev Code 185</b>	Medical leave of absence (MLOA) days (20 days max per admission)
<b>Rev Code 183</b>	Non-medical leave of absence (NMLOA) days—days will be paid an amount equal to the provider's current Medicaid reimbursement rate for up to 10 days (10 days max per year). A bed is guaranteed for the member if he or she returns to the facility during the 1st day through the 10th day after transferring out of the facility. If the member returns after this period, his or her admission shall be accommodated upon the availability of a bed, unless otherwise arranged.

**Behavioral Health Billing Information****Licensure and Modifiers**

Claims for behavioral health outpatient services must include the appropriate modifier for the license of the clinician who provided the service. The table below shows licensures accepted by Commonwealth Care Alliance, the corresponding modifiers, and Commonwealth Care Alliance policy regarding reimbursement.

<b>Degree</b>	<b>License</b>	<b>Modifier</b>	<b>Commonwealth Care Alliance Policy</b>
Physician	MD, DO	U6	May provide/bill for direct service
Psychologist: PhD, PsyD, EdD	LP	AH	May provide/bill for direct service
Advanced practice nurse; clinical nurse specialist	APRN, RNCS	SA	May provide/bill for direct service
Independent clinical social worker	LICSW	AJ	May provide/bill for direct service
Master's in counseling or social work with or without license	LMHC, LMFT, MSW, LCSW	HO	May provide/bill for direct service
Master's with drug/alcohol counseling certification, with or without license	LCDP, LADC, CAC, CADAC	U7	May provide/bill for direct service
Nurse	RN	TD	May provide/bill for direct service medical service
Bachelor's	None	HN	May provide/bill for community support program, collateral contact, and opioid counseling only.
Psychology intern	None	U3	May not provide or bill for direct service



## **Significant Events with Reimbursement Impact**

### **Serious Reportable Events**

According to the National Quality Forum (NQF), serious reportable adverse events (SRE)—commonly referred to as “never events”—are errors in medical care that are clearly identifiable, preventable, and serious in their consequences for patients, and that indicate a real problem in the safety and credibility of a health care facility. Therefore, in an effort to reduce or eliminate the occurrence of SREs, Commonwealth Care Alliance will not provide reimbursement or allow hospitals to retain reimbursement for any care directly related to the “never event.” Commonwealth Care Alliance has adopted the list of serious adverse events in accordance with the Centers for Medicare & Medicaid Services (CMS).

Commonwealth Care Alliance will require all participating providers to report SREs by populating present on admission (POA) indicators on all acute care inpatient hospital claims and ambulatory surgery center outpatient claims, where applicable. Otherwise, Commonwealth Care Alliance will follow CMS guidelines for the billing of “never events.” In the instance that the “never event” has not been reported, Commonwealth Care Alliance will use any means available to determine if any charges filed with Commonwealth Care Alliance meet the criteria, as outlined by the NQF and adopted by CMS, as a Serious Reportable Adverse Event.

In the circumstance that a payment has been made for an SRE, Commonwealth Care Alliance reserves the right to recoup the payment from the provider. Commonwealth Care Alliance will require all participating acute care hospitals to hold members harmless for any services related to “never events” in any clinical setting.

### **Hospital Acquired Conditions**

According to CMS, hospital acquired conditions (HACs) are selected conditions that were not present at the time of admission but developed during the hospital stay and could have been prevented through the application of evidence-based guidelines. Therefore, in an effort to reduce or eliminate the occurrence of HACs, Commonwealth Care Alliance will not provide reimbursement or allow hospitals to retain reimbursement for any care directly related to the condition. Commonwealth Care Alliance has adopted the list of HACs in accordance with the Centers for Medicare & Medicaid Services (CMS).

Commonwealth Care Alliance will require all participating providers to report present on admission information for both primary and secondary diagnoses when submitting claims for discharge. Hospitals will not receive additional payment for cases in which one of the selected conditions was not present on admission. That is, the case would be paid as though the secondary diagnosis were not present. Commonwealth Care Alliance will require all participating acute care hospitals to hold members harmless for any services related to HACs in any clinical setting.

### **Provider Preventable Conditions**

A provider preventable condition (PPC) is a condition that meets the definition of a “health care acquired condition (HCAC)” or an “other provider preventable condition (OPPC)” as defined by the Centers for Medicare & Medicaid Services (CMS) in federal regulations at 42 CFR 447.26(b).

Providers shall participate in, and comply with, programs implemented by the Commonwealth of Massachusetts through its agencies, including but not limited to the EOHHS, to identify, report, analyze, and prevent PPCs.

When a provider is required to provide notification of a PPC, the provider shall provide notification to Commonwealth Care Alliance in a format and frequency as specified by EOHHS.

## SECTION 6: CLAIMS AND BILLING PROCEDURES

No payment shall be made by Commonwealth Care Alliance to the provider for a PPC. As a condition of payment from Commonwealth Care Alliance, the provider must comply with reporting requirements on PPC as described at 42 C.F.R. sec. 447.26(d) and as may be specified by Commonwealth Care Alliance and/or EOHHS.

Commonwealth Care Alliance reserves the right to apply regulations and guidelines promulgated by CMS that relate to PPCs to support Commonwealth Care Alliance actions in the application of state specific determinations.

### **Preadmission Screening and Resident Review (PASRR) for Nursing Facilities**

The Preadmission Screening and Resident Review (PASRR) process requires that all enrollees going to Medicaid-certified nursing facilities be given a preliminary assessment to determine whether they might have serious mental illness (SMI) or intellectual disability (ID).

This is called a "Level I screen." Those enrollees who test positive at Level I, they are then evaluated in depth, called "Level II" PASRR. The results of this evaluation outline a determination of need, determination of appropriate setting, and a set of recommendations for services to inform the enrollee's plan of care. It is a requirement and the responsibility of the facility to ensure that every Commonwealth Care Alliance enrollee admitted for nursing care has a PASRR performed and related documentation is on file.

Commonwealth Care Alliance reserves the right to audit the facility to insure compliance with the PASRR. In addition to the audit, if it is then determined that there is no evidence of a completed PASRR on file for any admitted Commonwealth Care Alliance enrollee, Commonwealth Care Alliance reserves the right to deny or retract payment to the facility for that admission. Furthermore, the facility acknowledges that Commonwealth Care Alliance enrollees do not have a financial obligation in this matter and will not be subject to any balance-billing from the facility; for any balance-billing attempts, the facility may be in breach of its contract with Commonwealth Care Alliance.

## SECTION 7: CLINICAL DOCUMENTATION AND MEDICARE RISK ADJUSTMENT

### Clinical Documentation Processes

The Centers for Medicare & Medicaid Services (CMS) use a risk adjustment system to account for medical expenses and care coordination costs for beneficiaries with special needs. As part of that system, CMS requires providers to support all diagnoses billed with “substantive documentation” in the provider’s medical record. Commonwealth Care Alliance and CMS may audit providers at any point for compliance with documentation standards.

The definition of “substantive documentation” is that each diagnosis billed must be supported by three items in the medical record:

- An **evaluation** for each diagnosis
  - Assessment of relevant symptoms and physical examination findings at time of visit
  - Only contain diagnoses that are active or chronic and must be identified as such
  - List and address all past and recent diagnosis if they are active and of medical significance
- A **status** for each diagnosis to indicate progress or lack thereof; for example:
  - Stable, progressing or worsening, improving
  - Not responding to treatment or intervention
- A **treatment plan** for each diagnosis; for example:
  - Observation or monitoring for exacerbation, responses to treatment, etc.
  - Referrals to specialists or services (e.g., cardiologist or PT)
  - Continuations or changes to any related medications

### Coding Compliance

Commonwealth Care Alliance encourages providers to code to the most appropriate level of specificity as a general standard of practice (CPT, ICD10). Commonwealth Care Alliance and/or CMS may audit the provider at any point for over-coding and/or similar billing practices related to fraud, waste, and abuse.

### Educational Resources

Providers are encouraged to contact Commonwealth Care Alliance Clinical Documentation team to request education about coding and documentation compliance, please email: [rahub@commonwealthcare.org](mailto:rahub@commonwealthcare.org).

## **Behavioral Health Screening Compliance**

In collaboration with EOHHS, Commonwealth Care Alliance requires all of its contracted primary care providers (PCPs) to screen and assess each member for behavioral health needs. The early identification of behavioral health needs can lead to successful referrals, intervention, and integrated treatment in a timely manner.

The EOHHS-approved behavioral health screening tool and how to evaluate results can be found in Section 18, Forms, in this Provider Manual. How to make a behavioral health specialty care referral can be found in Section 14, Provider Credentialing, subsection Role of the Credentialed Primary Care Provider, in this Provider Manual.

CCA recommends the use of the PHQ-9 depression assessment tool, to assess patients for depression. The tool is a diagnostic measure to assess for major depression as well as other depressive disorders. The PHQ-9 can be administered repeatedly to reflect improvement or worsening of symptoms.

CCA recommends the use of the CAGE-AID, AUDIT or DAST Screening Tools to assess the use of alcohol and other drug abuse and dependence. These tools are not diagnostic but can identify the existence of alcohol or other drug problems.

In addition, CCA recommends that providers conduct a Mental Status exam to further evaluate for other behavioral health symptoms.

## **Medicare Risk Adjustment: General Guidelines and Recommendations**

### **General Medicare Risk Adjustment Guidelines**

For the findings and coding of clinical encounters to be accepted by CMS for risk adjustment purposes, a clinical encounter must be in the form of a face-to-face visit by a physician or advanced practice clinician (such as an NP, PA, LICSW, OT, or PT). Moreover, all active diagnoses must be assessed and documented during a face-to-face encounter at least once per calendar year for the diagnoses to count for risk adjustment purposes.

### **Annual Assessment Process**

Commonwealth Care Alliance encourages providers to adopt the practice of an annual comprehensive assessment to ensure that all active conditions are reviewed at least once during the calendar year. The process of reviewing active conditions may be tied to an annual wellness exam or an annual physical exam.

The documentation and coding compliance practices and general risk adjustment guidelines described above should be adhered to in documenting and coding the findings of an annual comprehensive assessment visit.

### **Collaboration with Contracted Providers**

Commonwealth Care Alliance requires providers to monitor the quality, access, and cost-effectiveness of their services and identify and address opportunities for improvement on an ongoing basis. Providers may be required to submit clinical data to Commonwealth Care Alliance, if requested.

## SECTION 8: COORDINATION OF BENEFITS AND THIRD-PARTY LIABILITY

Coordination of benefits (COB) applies to members who are covered by more than one medical coverage plan or program. An example coverage is an employer-sponsored plan. COB is administered by Commonwealth Care Alliance based on the member's benefit plan and applicable law.

Third-party liability (TPL) occurs when members are injured as a result of an accident when another party may be liable for the payment of the member's medical claims. The most common types of TPL cases are motor vehicle accidents, workers' compensation injuries, work-related or occupational injuries, and slip-and-fall injuries.

In some circumstances, as provided under the member's benefits and applicable state and federal law, Commonwealth Care Alliance has the right to recover from third parties.

### **Member Covered by Employer-Sponsored Health Insurance Plan**

Commonwealth Care Alliance is the secondary payer of coverage. Commonwealth Care Alliance payment would include any remaining balance of medical claims, such as deductibles and co-insurance amounts (up to the Commonwealth Care Alliance contractual amount). When a claim has been paid by a member's primary insurance carrier, providers should submit the Explanation of Benefits (EOB) indicating payment amounts and any outstanding balance. The EOB must be submitted to Commonwealth Care Alliance within 60 days from the primary insurance payment date. Claims submitted without an EOB will be denied.

### **Member Involved in a Motor Vehicle Accident**

In the event of a motor vehicle accident, the motor vehicle insurer is the primary payer for the full \$8,000 personal injury protection (PIP) coverage. Once the provider has received a PIP exhaustion letter, if further payment is requested, the provider should submit a bill and copy of the PIP letter to Commonwealth Care Alliance within 60 days from the date the motor vehicle insurer issued the EOB form.

## SECTION 8: COORDINATION OF BENEFITS AND THIRD-PARTY LIABILITY

### Occupational Injuries

In instances where a member suffers a work-related accident, the workers' compensation insurer is primary, and Commonwealth Care Alliance is the secondary payer of coverage. For all claims relating to a worker's compensation case, the provider should submit the claim and include additional information, when possible, such as date of injury, name of the workers' compensation insurance carrier, and claim number.

In instances of a COB or TPL claim, a secondary claim form should be submitted along with other related documentation to the following address below:

Commonwealth Care Alliance  
Attn: TPL/Subrogation Department  
30 Winter Street, 11<sup>th</sup> Floor  
Boston, MA 02108

For questions regarding medical liens, payments, third party liability, or coordination of benefits, please contact the Commonwealth Care Alliance third-party liability coordinator at [TPLCoordinator@commonwealthcare.org](mailto:TPLCoordinator@commonwealthcare.org) or call 617-426-0600 extension 1221.

**Note:** Commonwealth Care Alliance remains the primary payer in all cases for the provision of services not related to the TPL or COB issue.

## SECTION 9: PHARMACY PROGRAM

This section outlines Commonwealth Care Alliance's pharmacy program, including details on our formulary and utilization management programs. Also included is a description of the Commonwealth Care Alliance Step Therapy, Medication Therapy Management (MTM), and Mail Order Programs.

Commonwealth Care Alliance has contracted with Navitus Health Solutions, a national pharmacy benefits management (PBM) company, to administer the pharmacy benefit on behalf of Commonwealth Care Alliance. Commonwealth Care Alliance has worked with its primary care partners to identify those community pharmacies in the neighborhoods of the primary care sites with whom Commonwealth Care Alliance primary care providers have established relationships and members can access easily. In addition to many smaller independent pharmacies, the Commonwealth Care Alliance pharmacy network includes CVS, Rite Aid, Walgreens, and many others. For a complete and up-to-date listing of contracted pharmacies, use the link below to access the online directory:

[CCA Provider and Pharmacy Directory](#)

### Formulary

Commonwealth Care Alliance has established a formulary that aims to provide prescribing clinicians with both a broad range of options for treatment while promoting the most cost-effective drug choices. Commonwealth Care Alliance will cover the drugs listed in the formulary if they are medically necessary. Use the links below to access the formulary list on our website:

[SCO Formulary](#)

[One Care Formulary](#)

Please be advised of monthly formulary changes and our preferred arrangement with Abbott Diabetes Supplies for glucometer and test strips, which can be obtained through the Commonwealth Care Alliance pharmacy network.

### Prior Authorization

Certain medications require prior authorization (prior approval) before a pharmacy can fill the prescription. Clinicians may request prior authorization by calling 866-270-3877. Clinicians may also complete and mail or fax the Coverage Determination Request form and a doctor's supporting statement to: 855-668-8552. [Click here](#) to submit a prior authorization form online. If a prior authorization is not granted, the drug may not be covered.

[Click here](#) to access the list of medications that require prior authorization. Information regarding pharmacy-related grievances, appeals, and exceptions may be found here as well.

### Part B vs. D Coverage Determination

Some medications require specific information to help ensure appropriate payment under Medicare "Part B versus Part D" per the Centers for Medicare and Medicaid Services (CMS).

### Step Therapy Program

In support of efforts to provide members with the best medical care at a reasonable cost, Commonwealth Care Alliance has worked closely with health care professionals to develop step therapy programs. These programs initiate drug therapy for a medical condition with the most cost-effective and safest drug and step up through a sequence of alternative drug therapies as a preceding treatment option fails.

Step therapy applies coverage rules at the pharmacy point of service (e.g., a first-line drug must be tried before a second-line drug can be used). If a prescription is written for a second-line drug and the step therapy rule was not  
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## SECTION 9: PHARMACY PROGRAM

met, the claim is rejected. A message is transmitted to the pharmacy indicating that the patient should be treated with the first-line drug before coverage of the second-line drug can be authorized. If a new member has been stabilized on a second-line prior to enrolling with Commonwealth Care Alliance, the new member is allowed to remain on the second-line drug, per the Commonwealth Care Alliance transition policy.

[Click here](#) to review the Commonwealth Care Alliance transition policy and to access step therapy program information for One Care, and [click here](#) to access step therapy program information for Senior Care Options.

### Extended Day Supply

Commonwealth Care Alliance members can get an extended day supply (up to 90 days) at contracted community pharmacies for medications that are used for the treatment or management of chronic conditions. This is in addition to members being able to receive extended day supply through mail order. Whether members choose to get their extended day supply through a community pharmacy or mail order, members will still be able to fill their medications at \$0 copay. For more information please [click here](#).

### Medication Therapy Management Program

Commonwealth Care Alliance offers medication therapy management (MTM) programs to members who take a number of different drugs, have chronic diseases (such as asthma, diabetes, or COPD), and have a high annual drug cost. If members meet these three qualifications, they may be eligible for extra help in taking their medications. This program improves patients' knowledge of their medications. The review includes prescription, non-prescription, and over-the-counter medications along with herbals or other supplements. Moreover, MTM helps to identify and to address problems or concerns that the patient may have and empowers patients to self-manage their medications and their health conditions. For more information, please [click here](#).



## SECTION 10: INFORMATION FOR ANCILLARY PROVIDERS— EXTENDED CARE FACILITIES, DURABLE MEDICAL EQUIPMENT & VISION

### Extended Care Facilities

Commonwealth Care Alliance provides benefit coverage to its members at extended care facilities or nursing facilities. The protocols for benefit coverage take into account covered services, exclusions, clinical conditions and criteria, authorizations, and operational expectations.

### Prior Authorization

Prior authorization is required and shall be granted from the designated Commonwealth Care Alliance care team authorizing the extended care facility to render specified covered services to a Commonwealth Care Alliance member. Payment to a facility for covered services requires prior authorization. For more information, please see Section 8 of this manual.

#### Covered Services Include:

1. Sub-acute level of care—short-term, goal-oriented treatment plan requiring nursing care or rehabilitation at a high intensity level; lower intensity than acute care
2. Skilled nursing level of care—short-term, goal-oriented treatment plan whereas the member cannot be treated in a community-based setting; lower intensity than sub-acute
3. Custodial level of care—absent of a defined treatment goal, yet the member's functional or cognitive status requires the support of a facility setting
4. Medical leave of absence (MLOA) days—a bed is guaranteed for the member if he or she returns to the facility during the 1st day through the 20th day after transferring out of the facility. If the member returns after this period, his or her admission shall be accommodated upon the availability of a bed, unless otherwise arranged
5. Non-medical leave of absence (NMLOA)—a bed is guaranteed for the member if he or she returns to the facility during the 1st day through the 10th day after transferring out of the facility. If the member returns after this period, his/her admission shall be accommodated upon the availability of a bed, unless otherwise arranged

### Level of Care Determinations

All level of care determinations prior to, and during a member's admission to an extended care facility are made at the discretion of Commonwealth Care Alliance clinical staff and/or those designated and authorized by Commonwealth Care Alliance to direct member care. The following conditions and criteria for levels of care determination are as follows:

#### Sub-acute Care

##### Conditions & Criteria for the Assignment of Sub-Acute Level of Care

###### Conditions:

There has been a determination by the CCA care team that a short-term, goal-oriented treatment plan is necessary; patient care needs requiring sub-acute nursing care and/or skilled rehabilitation; the patient requires

## SECTION 10: INFORMATION FOR ANCILLARY PROVIDERS-EXTENDED CARE FACILITIES, DURABLE MEDICAL EQUIPMENT & VISION

a greater number of MD/NP visits, skilled nursing care hours, or rehabilitation services than are normally provided at a basic skilled level of care; there is active management of the treatment plan by the care team to stabilize the patient

### Criteria:

Care is at a sub-acute reimbursement level when the following criteria are met:

1. Presence of serious injury or illness that requires inpatient treatment but not acute hospital care
2. Active management of the treatment plan by the care team to stabilize the patient
3. Sub-acute nursing care to manage complex medical issues:
  - \*Frequent assessment
  - \*Complex IV regimens
  - \*Respiratory care
  - \*Complex pain management
4. Rehabilitation therapy services (PT, OT, Speech Therapy) 2 or more hours of direct care daily 6 or 7 times per week, as part of a treatment plan that is goal oriented, measurable, and designed to promote recovery (dependent upon patient's individual condition, rehabilitation therapy services may or may not be present as part of the sub-acute level plan of care, but if present, the patient must have the ability to participate in this level of therapy intensity, or level of care will be subject to change)
5. Sub-acute/skilled days shall be limited to 100 days per benefit period

## **Skilled Care**

### Conditions & Criteria for the Assignment of Skilled Nursing Level of Care

#### Conditions:

There has been a determination by the CCA care team that a goal-oriented treatment plan is necessary, and that the patient cannot, as a practical matter, be treated in a community-based setting; patient care needs requiring skilled nursing care and/or skilled rehabilitation; such care is needed on a daily basis, at least 5 days per week

#### Criteria:

Care is at a skilled nursing reimbursement level when the following criteria are met:

1. Less medically complex illnesses or injuries
2. Availability of skilled nursing care 24 hours a day
3. Daily skilled nursing care:
  - \*Assessment
  - \*Skilled observation
  - \*Simple IV therapies, or injection needs

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### \*Dressing changes

4. Rehabilitation therapy services (PT, OT, Speech Therapy) up to 2 hours a day, 5 times a week, as part of a treatment plan that is goal oriented, measurable, and designed to promote recovery (dependent upon patient's individual condition, rehabilitation therapy services may or may not be present as part of the skilled nursing level plan of care, but if present, the patient must have the ability to participate in this level of therapy intensity, or level of care will be subject to change)
5. Sub-acute/skilled days shall be limited to 100 days per benefit period

## Custodial Care

### Conditions & Criteria for the Assignment of Custodial Care Level of Care

#### Conditions:

There has been a determination by the CCA care team that there is an absence of a defined skilled need or treatment goal that the patient is expected to achieve; the patient's functional or cognitive status is such that the support of a facility setting is necessary, as patient cannot be safely managed in the community with long-term care supports

#### Criteria:

Care is at a custodial care reimbursement level when the following criteria are met:

1. Less than daily skilled needs
2. Stable medical status
3. Care is not goal directed, focus is to maintain status

\*Assist with ADLs

\*Administration of routine medications

## Rehabilitative Services in a Skilled Nursing Facility

Rehabilitation services provided intermittently while at the custodial level of care. Intermittent therapy cannot exceed four calendar days per week as approved by CCA staff. Prior authorizations are required for all evaluations and treatment.

## Notice of Medicare Non-Coverage (NOMNC)

The extended care facility shall deliver the Notice of Medicare Non-Coverage (NOMNC) on behalf of CCA no later than 2 days before an enrollee's covered services end in accordance with Medicare requirements. The extended care facility shall provide CCA with a copy of the notice within the same timeframe as the member for monitoring and documentation purposes.

## Status Change Form (SC-1) for CCA Members

In the instance when a CCA member is admitted to an extended care facility, the facility must submit a Status Change form (SC-1) to Commonwealth Care Alliance and the appropriate member enrollment center with "Commonwealth Care Alliance Member" clearly indicated on the form. Please see the chart below for additional requirements:

Event Triggers	Approvals and/or Forms	Where to Send Information
<b>Short-Term Stays</b>		
Less than 2 months	Nursing facility calls Commonwealth Care Alliance Provider Services to request authorization for SNF stay; Provider Services forwards call to appropriate Clinical Coordinator	866-420-9332
Greater than 2 full months but less than 6 months	a) <u>Status Change Form (SC-1)</u> indicating member is short term with "SCO member" or "ICO member" clearly written on form. Appropriate boxes on form should be checked and physician's signature is required.	a) MassHealth Enrollment Center 45-47 Spruce Street Chelsea, MA 02150 Fax 617-889-3285 and fax a copy to Commonwealth Care Alliance 617-830-0534
	b) *MMQ	b) Electronic submission of MMQ through MassHealth system and fax a copy to Commonwealth Care Alliance 617-830-0534
	c) MDS 3.0	c) Submit MDS 3.0 to clinical coordinator via fax to Commonwealth Care Alliance 617-507-0416
<b>Short-Term Discharges</b>		
Upon discharge of short-term stay greater than 2 months but less than 6 months	<u>Status Change Form (SC-1)</u> indicating member is short term with "SCO member" or "ICO member" clearly written on form. Appropriate boxes on form should be checked and physician's signature is required.	MassHealth Enrollment Center 45-47 Spruce Street Chelsea, MA 02150 Fax 617-889-3285 and fax a copy to Commonwealth Care Alliance 617-830-0534

## Long-Term Stays

If the admission is long term (more than 6 months)	a) <u>Status Change Form (SC-1)</u> indicating long-term status with “SCO member” or “ICO member” clearly written on form. Appropriate boxes on form should be checked.	a) Submit to MassHealth Enrollment Center where the nursing facility is located and fax a copy to Commonwealth Care Alliance 617-830-0534
	<b>Note:</b> When the member is admitted for a long-term stay in a nursing facility, eligibility for MassHealth is redetermined and patient paid amount is calculated upon completion of additional MassHealth forms as LTC supplement.	
	b) MDS 3.0  In compliance with state and federal regulations	b) Submit MDS 3.0 to clinical coordinator via fax to Commonwealth Care Alliance 617-507-0416
If a short-term stay becomes a long-term stay after 3 months	<u>Status Change Form (SC-1)</u> indicating the member will be long term, with “SCO member” or “ICO member” clearly written on form. Appropriate boxes on form should be checked.  <b>Note:</b> When the member is admitted for a long-term stay in a nursing facility, eligibility for MassHealth is redetermined and patient paid amount is calculated upon completion of additional MH forms as LTC supplement.	Submit to MassHealth Enrollment Center where the nursing facility is located and fax a copy to Commonwealth Care Alliance 617-830-0534
At the end of the 3 <sup>rd</sup> month	*MMQ—needs to be posted at the end of the 3 <sup>rd</sup> calendar month.	Electronic submission of MMQ through MassHealth system and fax a copy to Commonwealth Care Alliance 617-830-0534

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Long-Term Discharges		
Upon discharge of long-term stay more than 6 months	<u>Status Change Form (SC-1)</u> indicating member is long term with “SCO member” or “ICO member” clearly written on form. Appropriate boxes on form should be checked and physician’s signature is required.	MassHealth Enrollment Center 45–47 Spruce Street Chelsea, MA 02150 Fax 617-889-3285 and fax a copy to Commonwealth Care Alliance 617-830-0534
Status Changes		
(e.g., when a member meets the MMQ significant change criteria or member is changing from short-term to long-term status)	a) *MMQ	a) Electronic submission of MMQ through MassHealth system and fax a copy to Commonwealth Care Alliance at 617-830-0534
	b) MDS 3.0	b) Submit MDS 3.0 to clinical coordinator via fax to Commonwealth Care Alliance 617-830-0534

\*MMQs are also required on scheduled assigned by MassHealth.

\*\*Long-Term Care Screening form is not required to be completed for CCA members.

### **Member Enrollment Centers (MEC)**

- **Chelsea**

45 Spruce Street  
Chelsea, MA 02150  
Toll free 800-841-2900  
Fax 617-887-8777

**Please note:** When submitting or inquiring about a long-term care applicant residing in a nursing facility serviced by the Chelsea MEC, use this new fax number: 617-889-3285.

- **Springfield**

88 Industry Avenue, Suite D  
Springfield, MA 01104-3259  
Toll free 800-841-2900

- **Taunton**

21 Spring Street, Suite 4  
Taunton, MA 02780  
Toll free 800-841-2900

- **Tewksbury**

367 East Street  
Tewksbury, MA 01876  
Toll free 888-665-9993 or 800-841-2900

## **Durable Medical Equipment**

Commonwealth Care Alliance contracts with local, statewide, and national vendors to provide durable medical equipment (DME) and medical/surgical supplies for its members.

### **Durable Medical Equipment**

DME are products that are (a) fabricated primarily and customarily to fulfill a medical purpose; (b) generally not useful in the absence of illness or injury; (c) able to withstand repeated use over an extended period time; and (d) appropriate for home use. This includes, but is not limited to, the purchase of medical equipment, replacement parts, and repairs for such items such as canes, crutches, wheelchairs (manual, motorized, custom fitted, and rentals), walkers, commodes, special beds, monitoring equipment, orthotic and prosthetic devices, and the rental of personal emergency response systems (PERS). Coverage includes related supplies, repair, and replacement of the equipment.

### **Medical/Surgical Supplies**

Products that (a) are fabricated primarily and customarily to fulfill a medical or surgical purpose; (b) are used in the treatment of a specific medical condition; and (c) are non-reusable and disposable. This includes, but is not limited to, items such as urinary catheters, wound dressings, glucose monitors, and diapers.

### **Prior Authorization**

All services provided must be approved by the member's PCP and/or care team. Certain equipment and supplies may require prior authorization. Payment to providers for those covered services requiring prior authorization is contingent upon the provider receiving prior authorization before services are rendered.

### **Eligibility**

All providers are required to confirm eligibility on a regular basis, even if the prior authorization covers a long period. Eligibility may be confirmed by contacting Commonwealth Care Alliance Provider Services or by utilizing the current [MassHealth Provider Online Service Center](#).

### **Service Specifications for Durable Medical Equipment**

Commonwealth Care Alliance DME providers are responsible for meeting specified standards for accessibility, repairs, and equipment delivery and removal. The standards are listed below:

#### **Accessibility**

- Maintain 24 hours a day, 7 days a week availability to provide services, and be accessible by telephone directly by on-call coverage at all times
- Provide all emergently needed supplies, services, or equipment within 2 hours of receiving the request. Emergently needed services or equipment shall include that for which malfunctions or absence presents an immediate life-threatening situation to the member, including, but not limited to, oxygen, and respiratory services and equipment
- Provide all other needed supplies, services, or equipment, including wheelchairs and wheelchair repairs, within 24 hours of receiving request and notify the PCP or primary care site (PCS) at the time of request, of any anticipated delay or back order in the provision of supplies, services, and/or equipment



## SECTION 10: INFORMATION FOR ANCILLARY PROVIDERS-EXTENDED CARE FACILITIES, DURABLE MEDICAL EQUIPMENT & VISION

- Make every effort to fill a same-day order if requested
- Provide the closest available substitute wheelchair on loan, free of charge, for the duration of any wheelchair repair service
- Designate a liaison to accept requests and coordinate supplies, services, and equipment for Commonwealth Care Alliance members

### Capped Rentals

- Payments for this category are made on a monthly rental basis not to exceed a continuous 13-month period. For the first three rental months, the monthly rental fee schedule is limited to 10% of the average allowed purchase price. For each of the remaining months, the monthly rental is limited to 7.5% of the average allowed purchase price. This means that months 1–3 are paid at the fee schedule allowed rental rate, and months 4–13 are paid at 75% of fee schedule allowed rate. At the end of the capped rental period (after 13 paid rental months), the title of ownership for capped rental devices transfers from the provider to the patient.
- Reimbursement claims for capped rental items must be submitted with the appropriate modifier. Claims submitted without the appropriate modifier will be denied. When billing a capped rental item, please include the modifier “RR” as primary modifier. The “KH” modifier shall only be used for the first month of billing, the “KI” modifier shall only be used for the second and third months of billing, and the “KJ” modifier shall then be used for the remainder of the capped rental period (months 4–13).
- Payment for routinely purchased equipment category is made in a lump sum and the total payment may not exceed the actual charge or the fee for a purchase. New equipment should be billed with modifier “NU” and used equipment with modifier “UE.”
- For additional information, please review the “[Durable Medical Equipment \(DME\)](#)” payment policy.

### Repairs

- Make every effort to complete repair with one service call. Provider shall contact the PCP and/or care team prior to subsequent visits if a repair requires more than one service call
- Notify PCP and/or care team in writing if rebuilt parts are used in a repair
- As requested, make available to PCP and/or care team the expected life of consumables such as batteries and provide warranties, serial or model numbers for equipment such as wheelchairs, batteries, beds, lifts, etc.

### Equipment Delivery and Removal

- Contact Commonwealth Care Alliance member to make arrangements for delivery of equipment
- Fit all equipment properly to the member's specifications at the time of delivery
- Instruct member or caretaker in the safe and proper use of equipment (lifts, walkers, oxygen concentrators, etc.)
- Remove any rental items within 48 hours of notification

**Note:** Emergently needed supplies are defined as services or equipment including that for which malfunctions or absence presents an immediate life-threatening situation.

## SECTION 10: INFORMATION FOR ANCILLARY PROVIDERS-EXTENDED CARE FACILITIES, DURABLE MEDICAL EQUIPMENT & VISION

### **Prescriptions**

In accordance with CMS requirements, Commonwealth Care Alliance requires a prescription for all DME and medical supply orders. Prescriptions become an important source of supporting documentation if a provider is asked to submit records for a claims audit or other necessary reviews. Examples of when a prescription is required includes, but not limited to, disposable items, purchases, rentals, order changes, replacement items, or when the supplying provider changes.

### **Proof of Delivery**

In accordance with CMS requirements, providers are expected to ensure proof of delivery protocols are met and that documentation is available if requested by Commonwealth Care Alliance. The proof of delivery documentation verifies that the member received the item(s) including but not limited to, the member's name, description of item(s), quantity, and date delivered.

## SECTION 10: INFORMATION FOR ANCILLARY PROVIDERS-EXTENDED CARE FACILITIES, DURABLE MEDICAL EQUIPMENT & VISION

### Dental

Commonwealth Care Alliance (CCA) uses Skygen for preventive and comprehensive dental services. Skygen's provider line is 855-434-9243. Medical dental services, such as emergency care, should be billed through CCA's medical claims. Please refer to [key contact page](#) for claims information.

**Skygen Portal:** [Pwp.sciondental.com](http://www.pwp.sciondental.com)

#### **Skygen:**

Electronic submission payer ID "SCION"

Paper claim via current ADA Dental Claim form, sent via postal mail:

CCA Claims

PO Box 508

Milwaukee WI 53201

### Vision

CCA uses VSP for routine eye care and eyewear. VSP's provider line is 800-615-1883. Medical vision services, such as emergency care, should be billed through CCA medical claims. Please refer to [key contact page](#) for claims information.

**Vision Service Plan Portal:** [Eyefinity.com](http://www.eyefinity.com)

#### **In-Network Providers**

Vision Service Plan

Attention: Claim Services

PO Box 385020

Birmingham, AL 35238-5020

#### **Out-of-Network Providers**

Vision Service Plan

Attention: Claim Services

PO Box 385018

Birmingham, AL 35238-5018

### Hearing

CCA uses NationsHearing for routine hearing services, including hearing exams and hearing aids. NationsHearing's provider line is 800-921-4559. Medical hearing services, such as emergency care, should be billed through CCA medical claims. Please refer to [key contact page](#) for claims information.

**NationsHearing Provider Portal:** [Providers.nationshearing.com](http://www.providers.nationshearing.com)

#### **NationsHearing claims address:**

NationsBenefits

Attn: Claims

1801 NW 66<sup>th</sup> Avenue, Suite 100

Plantation, FL 33313

## SECTION 11: BEHAVIORAL HEALTH SERVICES PROVIDERS

### Philosophy and Components of Service:

Commonwealth Care Alliance (CCA's) person-centered approach is an integral part of who we are as a leading health care organization. Our Senior Care Options (SCO) and One Care (OC) enrollees are the principal voices in the planning and management of their care. CCA's multi-disciplinary clinical care teams make up our members' preferred professional support system, including CCA care partners, primary care providers, specialty providers, behavioral health providers, home- and community-based services providers, and long-term services and support (LTSC and GSSC) coordinators. CCA identifies and engages enrollees in care management programs to enable them to overcome barriers that limit their ability to manage their own health and well-being. This is conducted in a manner consistent with each enrollee's personal and cultural values, predicated on recovery and wellness principles and with the goal of helping members reach their self-defined level of optimal functioning.

Commonwealth Care Alliance is committed to full integration of behavioral health (BH) services that includes our members' self-directed components of care team members as noted above. We hold our providers to the highest standard of care and expect that contracted behavioral health providers will work closely with our CCA care teams, PCPs and LTSC and GSSC support coordinators as well as any specialty BH or other provider. Our network of outpatient and diversionary services providers is built to ensure that each member has access to a provider within a fifteen-mile (15-mile), thirty-minute (30-minute) radius of their zip code.

Providers may provide services utilizing telehealth and are responsible for ensuring telehealth services are HIPAA compliant and follow MassHealth guidelines for the use of telehealth to deliver covered services. Accordingly, a full continuum of behavioral health services is available to all Commonwealth Care Alliance Members. Behavioral health services fall into the categories described below, all of which are covered by Commonwealth Care Alliance and some of which are subject to prior authorization requirements.

### Behavioral Health Performance Specifications:

CCA contracted providers are expected to read, understand and follow the [Behavioral Health Performance Specifications](#). Providers are expected to comply with all the provisions outlined in the CCA BH performance specifications, including:

- Covered services
- Components of treatment/provider responsibilities
- Training, inclusive language and trauma-informed care
- Staffing requirements
- Assessments, treatment planning and documentation
- Collateral and care coordination
- Discharge planning, aftercare and collateral linkages
- Quality management

### **Behavioral Health Clinical Provider Engagement Department (BH PE):**

BH PE is responsible for building collaborative relationships with providers and driving provider performance through the use of data and education. The team utilizes data to help support community relations with providers as well as support clinical improvement in the care delivered to CCA members. Provider Engagement works to educate providers about the CCA mission and vision and the value that each provider is delivering to CCA members, including a focus on creating linkages between all Behavioral Health and Substance Use levels of care from psychiatric inpatient to community-based services for improved transitions of care. Provider Engagement analyzes network utilization and shares provider performance with our network. By highlighting key areas of focus, including monitoring and interpreting utilization data, we are better able to support understanding of meaningful utilization patterns and strategic analysis of clinical issues using member specific data to inform larger system trends. In response to provider data and performance, Provider Engagement will support provider activities consistent with provider and CCA priorities, including but not limited to HEDIS® metrics, discharge planning, readmissions, and community tenure.

### **Provider Concerns**

CCA encourages its network providers to relay any concerns they have regarding any aspect of care for CCA members. This includes, but is not limited to, quality of care, administrative operations, and access to care. These concerns should be reported to CCA Provider Services at 866-420-9332.

### **Health Record Maintenance**

Providers are required to meet all requirements related to maintenance of health records, including documentation of the following in the member's health record: acknowledgement of member rights, consent to treatment, releases of information, and demographic information; clinical history; behavioral health clinical assessments; treatment plans; safety plans, recovery plans, relapse prevention plans, and discharge plans, including transition of care plans for all services provided; contacts with the member, their family, guardians, or significant others; and treatment outcomes. Health records are made available to CCA when requested. Requests to review health records on-site or remotely can occur within 24 hours of notice.

### **Levels of Care:**

#### **Behavioral Health Services That Require Prior Authorization or Notification of Admission:**

As stated on the CCA website, CCA annually develops or selects or approves clinical criteria to ensure medical necessity. CCA utilizes the following criteria for determining and authorizing services:

- National coverage determinations (NCD)
- Local coverage determinations (LCD)
- Applicable state Medicaid guidelines
- InterQual or ASAM
- CCA Medical Necessity Guidelines (MNGs)

**Behavioral Health Services that require a Prior Authorization (PA) or Notification of Admission (NOA)**

Type of Service	Level of Care	Forms/ Resources	PA or Notification for admission	Notification Process	PA and/or Medical Necessity Review Process	Continued Authorization Process	Determination Turnaround Time
<b>Inpatient Services:</b>	<a href="#">Medical Detox ASAM Level 4</a>		PA not required for admission.  Notification of admission is required within 48 hours	Admitting facility required to notify CCA BH UM within 48 hours of admission @ 866-610-2273	No authorization required. Medical necessity determination is made by the provider	No continued authorization required. Medical necessity determination is made by the provider	Not applicable
<b>Inpatient Services</b>	<a href="#">Psychiatric Inpatient Level of care</a>		<u>Emergency admissions:</u> PA not required for admission.  Notification of admission is required prior to bed placement  <u>Non-emergency admissions:</u> requires PA  (Includes DMH State Hospital admissions)	ESPs are required to provide notification by calling CCA BH UM Team @ 866-610-2273 before bed placement  <u>Non-emergency admissions:</u> not applicable; requires PA	<u>Emergency admissions</u> : see notification process  <u>Non-emergency admissions</u> : ESP/ED or admitting provider calls CCA BH UM Team to request PA for non-emergency admissions . CCA BH UM Team will provide an initial authorization	Admitting facility calls CCA BH UM Team on the last covered day. Continued stay review process is conducted by phone and medical necessity is determined for continued authorization	<u>Emergency admissions:</u> verbal notification confirming receipt of notification of admission within 30 minutes; written notification within 24 hours  <u>Non-emergency admissions:</u> verbal notification of decision within 2 hours; written notification of decision within 24 hours
<b>Inpatient Services</b>	<a href="#">Observation Beds/Holding Beds (OBS)</a>		PA not required for admission.  Notification is required within 24 hours	See process for medical	No authorization or medical necessity review process required	No continued authorization required	Not applicable
<b>Inpatient Services:</b>	<a href="#">Administratively Necessary Days (AND)</a>		Prior authorization is required	Not applicable	Requesting provider calls BH UM Team at 866-610-2273 to request AND	Requesting provider calls CCA BH UM Team on the last covered day to request AND	Within 72 hours
<b>Diversions Services</b>	<a href="#">Acute Treatment Service (ATS); ASAM Level 3.7 (including Enhanced ATS/E-</a>		PA not required for admission.	Admitting facility required to notify CCA BH UM within	No authorization required. Medical	No continued authorization required. Medical necessity	Not applicable

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	<a href="#">ATS/Individualized Treatment Services</a>		Notification of admission is required within 48 hours	48 hours of admission @ 866-610-2273	necessity determination is made by the provider	determination is made by the provider	
<b>Diversiónary Services</b>	<a href="#">Clinical Stabilization Services for Substance Use (CSS) ASAM Level 3.5</a>		PA not required for admission.  Notification of admission required within 48 hours	Admitting facility required to notify CCA BH UM Team within 48 hours of admission @ 866-610-2273	No authorization required. Medical necessity determination is made by the provider	No continued authorization required. Medical necessity determination is made by the provider	
<b>Diversiónary Services</b>	<a href="#">Community Crisis Stabilization (CCS)</a>		PA not required for admission.  Notification of admission required within 24 hours	Notification of admission within 24 hours to CCA BH UM Team @ 866-610-2273	No authorization or medical necessity review process required	No continued authorization required	
<b>Diversiónary Services</b>	Enhanced Community Crisis Stabilization (E-CCS)		PA not required until day 6.  Notification of admission required within 24 hours	Notification of admission within 24 hours to CCA BH UM Team @ 866-610-2273	Provider calls CCA BH UM on day 6 to request authorization if additional days are needed	Continued stay review process is conducted by phone and medical necessity is determined for continued authorization	Within 72 hours
<b>Behavioral Health Special Services</b>	<a href="#">Electro Convulsive Therapy (ECT)</a>	<a href="#">Standardized Prior Authorization Form</a>	Prior authorization is required	Provider faxes form to 855-341-0720	BH UM will review request for medical necessity	Same as prior authorization process	Within 14 calendar days
<b>Behavioral Health Special Services</b>	<a href="#">Neuropsychological/Psychological Testing</a>	<a href="#">PA Form – Psychological and Neuropsychological Assessment</a>	Prior authorization is required	Provider faxes form to 855-341-0720	CCA psychologist will review request for medical necessity	Not applicable	Within 14 calendar days
<b>Behavioral Health Special Services</b>	<a href="#">rTMS Services</a>	<a href="#">PA Form – RTMS</a>	Prior authorization is required	Provider faxes form to 855-341-0720	BH UM Team will review request for medical necessity	Same as prior authorization process	Within 14 calendar days
<b>Behavioral Health Special Services</b>	Esketamine	<a href="#">Standard Prior Authorization Form</a>	Prior authorization is required	Provider faxes form to 855-341-0720	BH UM Team will review request for medical necessity	Same as prior authorization process	Within 14 calendar days

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<b>Behavioral Health Special Services</b>	<a href="#">Specialing</a>		Prior authorization is required		Requesting provider calls BH UM Team at 866-610-2273	Same as prior authorization process	Within 72 hours



**Behavioral Health Services That Do Not Require an Authorization or Notification of Admission:**

**Diversionsary Services:**

- [Partial Hospitalization and Day Treatment \(PHP\)](#)
- [Intensive Outpatient Programs \(IOP\)](#)
- [Psychiatric Day Treatment](#)
- [Community Support Program \(CSP\)](#)
- [Community Support Program for Chronically Homeless Individuals \(CSP-CHI\)](#)
- Community Support Program for Justice Involved CSP-JI
- [Residential Rehab Services for SUD \(RRS\): ASAM Level 3.1](#)

**Behavioral Health Emergency Service:**

- [Emergency Service Program—Risk Management/Safety planning service \(ESP\)](#)
- [Medication Management Crisis](#)
- [Diagnostic Evaluation](#)
- [Emergency Department Visit](#)

**Outpatient Services:**

- [Behavioral Health Outpatient Treatment](#)
- [Diagnostic Evaluation](#)
- [Urgent Outpatient: \(UOS\)](#)
- [Dialectical Behavioral Therapy \(DBT\)](#)
- [Case Consultation](#)
- [Bridge Consultations Inpatient/Outpatient](#)
- [Consultations in the ED](#)
- [Medication Management](#)
- [Ambulatory Withdrawal Services \(AWS\)](#)
- [Structured Outpatient Addiction Programs \(SOAP\)](#)
- [Opioid Replacement Therapy \(ORT\)](#)
- [Office based Opioid Treatment \(OBOT\)](#)
- [Medication Assisted Treatment](#)
- [Methadone Maintenance](#)
- [Acupuncture for Withdrawal Management](#)
- [Recovery Coach](#)
- [Recovery Support Navigator](#)

### Behavioral Health Inpatient Covered Services:

Office visits must be available within the following timeframes to CCA members for behavioral health services other than emergency services, emergency service programs, or urgent care:

- Non-24 hour diversionary services within 2 calendar days of discharge
- Appointments to review and refill medications within 14 calendar days of discharge
- Other outpatient services within 7 calendar days of discharge
- All other behavioral health services within 14 calendar days
- For members discharging from 24-hour levels of care, it is expected that the discharging facility arrange follow up appointments for the member within the above referenced timeframes and that they are documented on the members' discharge plan.

In addition to our contracted network, CCA behavioral health licensed clinicians are available 24/7 on call. BH clinicians are also available for in-person home, office, or telehealth appointments within 48 hours of discharge and 48 hours for medication assessment and management

**Medical Detox ASAM Level 4:** Provides a planned substance use treatment program offering 24-hour, medically managed evaluation and treatment for individuals who are experiencing severe withdrawal symptoms and/or acute biomedical complications as a result of substance use. Level IV services are rendered in a hospital that can provide life support in addition to 24-hour physician and nursing care. Daily individual physician contact is required for this level of care. A multi-disciplinary staff of clinicians trained in the treatment of addictions and mental health conditions, as well as overall management of medical care, are involved in the member's treatment.

**Psychiatric Inpatient Level of Care (IPLOC):** Presents the most intensive level of psychiatric care, which is delivered in a general hospital with a psychiatric unit licensed by the Department of Mental Health (DMH) or a private psychiatric hospital licensed by DMH. Multi-disciplinary assessments and multimodal interventions are provided in a 24-hour, locked, secure and protected, medically staffed, and psychiatrically supervised treatment environment. Twenty-four-hour skilled nursing care, daily medical care, and a structured treatment milieu are required. The goal of acute inpatient care is to stabilize members who display acute psychiatric conditions associated with either a sudden onset and a short, severe course, or a marked exacerbation of symptoms associated with a more persistent, recurring condition. Typically, the member poses a significant danger to self or others, and/or displays severe psychosocial dysfunction. Inpatient mental health providers comply with the following **No Reject Policy:** The provider accepts for admission all individuals in need of inpatient mental health services who are referred by an emergency services program (ESP) provider, regardless of the availability of capacity or clinical presentation. Providers are expected to **collaborate and communicate with the CCA BH Transitions of Care (TOC) team within 48 hours of admission from inpatient psychiatric level of care.**

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**Observation/Holding Beds (OBS/HB):** Provide up to 24 hours of care in a locked, secure and protected, medically staffed, psychiatrically supervised treatment environment that includes 24-hour skilled nursing care and an on-site or on-call physician. The goal of this level of care is prompt evaluation and/or stabilization of members who display acute psychiatric conditions. Upon admission, a comprehensive assessment is conducted, and a treatment plan is developed. The treatment plan emphasizes crisis intervention services necessary to stabilize and restore the member to a level of functioning that does not require hospitalization. This level of care may also be used for a comprehensive assessment to clarify previously incomplete member information, which may lead to a determination of a need for a more intensive level of care. This service is not appropriate for members who, by history or initial clinical presentation, are very likely to require services in an acute care setting exceeding 24 hours. Duration of services at this level of care may not exceed 24 hours. Admissions to observation/holding beds occur 24/7 and 365 days a year and are on a voluntary basis only. Members on an involuntary status who require observation will be authorized for a one-day inpatient admission. Observation/holding beds providers agree to adhere to both the inpatient mental health services performance specifications and to the observation/holding beds performance specifications. Where there are differences between the inpatient mental health services and observation/holding beds performance specifications, these observation/holding beds specifications take precedence.

**Administratively Necessary Days (AND):** One or more days of inpatient hospitalization provided to members, when members are clinically ready for discharge, but an appropriate setting is not available. Services shall include appropriate continuing clinical services.

## Behavioral Health Diversionary Covered Services

Diversionary services for mental health and substance use treatment are provided as clinically appropriate alternatives to behavioral health inpatient services, or to support a member returning to the community after an inpatient admission. Diversionary services are more clinically intensive than typical weekly outpatient care but less intensive than inpatient treatment. Diversionary services are provided in facility and community settings, and range in intensity from 24-hour acute treatment to 6 or fewer hours per week. CCA providers of BH diversionary services are expected to collaborate with the CCA BH UM, giving notice within 48 hours of admission so that the CCA Transitions of Care and care teams can coordinate discharge planning and aftercare.

**Acute Treatment Services (ATS) ASAM Level 3.7:** Consists of 24/7 medically monitored addiction treatment services that provide evaluation, counseling, education, and withdrawal management, in a non-hospital setting. Medical withdrawal services are delivered by nursing and counseling staff under the supervision of a licensed physician. Services include: biopsychosocial evaluation, individual and group counseling, psycho-educational groups, and discharge planning. Acute treatment services are provided to members experiencing, or at significant risk of developing, an uncomplicated, acute withdrawal syndrome as a result of an alcohol and/or other substance use. Members receiving ATS do not require the medical and clinical intensity of a hospital-based, medically managed detoxification service, nor can they be effectively treated in a less intensive outpatient level of care.

Providers are expected to collaborate and communicate with the CCA BH UM team within 48 hours of admission and discharge from an acute treatment facility.

**Enhanced Acute Treatment Services for Individuals with Co-occurring Mental Health and Substance Use (E-ATS) ASAM Level 3.7:** Provides diversionary and/or step-down services for members in need of acute, 24-hour substance use treatment, as well as psychiatric treatment and stabilization. Detoxification services are provided through a planned program of 24-hour, medically monitored evaluation, care, and treatment and are tailored for individuals whose co-occurring mental health and substance use diagnosis require such a program, including the prescription and dosage of medications typically used for the treatment of mental health. E-ATS services for individuals with co-occurring mental health and substance use are rendered in a licensed, acute care or community-based setting with 24-hour physician and psychiatrist consultation availability, 24-hour nursing care and observation, counseling staff trained in substance use and mental health treatment, and overall monitoring of medical care. Services are provided under a defined set of physician-approved policies, procedures, and clinical protocols.

Individuals may be admitted to an E-ATS program directly from the community, including referrals from emergency services program (ESP) providers, or as a transition from inpatient services. Members with co-occurring conditions receive specialized services within enhanced acute treatment services. E-ATS is for individuals with co-occurring mental health and substance use to ensure treatment for their co-occurring psychiatric conditions. E-ATS also serves pregnant women who require specialized services including obstetrical care in addition to substance use treatment. These services are provided in licensed freestanding or hospital-based programs.

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**Clinical Stabilization Services (CSS) ASAM Level 3.5:** Consist of 24-hour, clinically managed detoxification services that are provided in a non-medical setting. These services, which usually follow Acute Treatment Services (ATS), include supervision, observation, support, intensive education, and counseling regarding the nature of addiction and its consequences, relapse prevention, outreach to families and significant others, and aftercare planning for members beginning to engage in recovery.

CSS provides multi-disciplinary treatment interventions and emphasizes individual, group, family, and other forms of therapy. Linkage to aftercare, relapse prevention services, and peer support and recovery-oriented services, such as Alcoholics Anonymous and Narcotics Anonymous, are integrated into treatment and discharge planning.

CSS is intended for members with a primary substance use diagnosis that is manageable at this level. Members may be admitted to CSS directly from the community or as a transition from inpatient services.

**Residential Rehabilitation Services for SUD (RRS) ASAM Level 3.1:** This service requires a 24-hour, safe, structured environment, located in the community, which supports members' recovery from addiction and moderate to severe mental health conditions while supporting member reintegrating into the community and returning to social, vocation/employment, and/or educational roles. Scheduled, goal-oriented clinical services are provided in conjunction with psychiatry and medication management to support stabilization and development of skills necessary to achieve recovery. RRS services are available for members with substance use, pregnant/postpartum, families and co-occurring diagnosis.

**Community Crisis Stabilization (CCS):** Program provides staff-secure, safe, and structured crisis stabilization and treatment services in a community-based setting that serves as a medically necessary, less restrictive, and voluntary alternative to inpatient psychiatric hospitalizations. CCS provides a distinct level of care where the primary objectives of multi-disciplinary treatment include: restoration of functioning; strengthening the resources and capacities of the member, family, and other natural supports; timely return to a natural setting and/or least restrictive setting in the community. Services at this level of care include: crisis stabilization; initial and continuing bio-psychosocial assessment; care coordination; psychiatric evaluation and medication management; peer support; and/or other recovery-oriented services. CCS services are short-term, providing 24-hour observation and supervision, and continual re-evaluation. CCS provides a home-like, consumer-friendly, and comfortable environment conducive to recovery. Treatment is carefully coordinated with existing and/or newly established treatment providers. **Providers are expected to collaborate and communicate with the CCA BH UM team within 24 hours of admission and discharge from an ESP provider.**

**Enhanced Community Crisis Stabilization (E-CCS):** E-CCS service is an alternative to or diversion from inpatient hospitalization, offering psychiatric stabilization to members with a more acute psychiatric presentation and/or medical co-morbidity than is typically managed at CCS, including provision of withdrawal management services. E-CCS is primarily used as a diversion from an inpatient level of care; however, the service may be used secondarily as an alternative to boarding for voluntary inpatient/enhanced acute treatment services (E-ATS)/acute treatment services (ATS) level of care, or as transition from inpatient services if there is sufficient service capacity and the admission criteria are met. E-CCS provides a distinct level of care where primary objectives of active multi-disciplinary treatment include: detox protocol, medication management, accommodation of members with co-morbid medical conditions not typically admitted to CCS, and those with more acute psychiatric symptomology not typically managed in CCS. In addition, E-CCS will also offer all other services provided in a CCS setting. **Providers are expected to collaborate and communicate with the CCA BH UM team within 24 hours of admission and discharge from an ESP provider.**

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**Partial Hospitalization and Day Treatment (PHP):** Is a non-24-hour diversionary treatment program that is hospital-based or community-based. The program provides diagnostic and clinical treatment services on a level of intensity similar to an inpatient program, but on less than a 24-hour basis. These services include therapeutic milieu; nursing; psychiatric evaluation; medication management; individual, group, and family therapy; peer support and/or other recovery-oriented services; substance use evaluation and counseling; and behavioral plan development. The environment at this level of treatment is highly structured, and there is a staff-to-member ratio sufficient to ensure necessary therapeutic services, professional monitoring, and risk management. PHP may be appropriate when a member does not require the more restrictive and intensive environment of a 24-hour inpatient setting but does need up to eight hours of clinical services, multiple days per week. PHP is used as a time-limited response to stabilize acute symptoms. As a transitional level of care and a step-down from inpatient services, this level of care can maximize stabilizing a member's deteriorating condition, support him/her in remaining in the community, and avert hospitalization.

**Intensive Outpatient Programs (IOP):** Offer a time-limited, multi-disciplinary, multimodal structured treatment in an outpatient setting. Such programs are less intensive than a partial hospitalization program or psychiatric day treatment but are significantly more intensive than standard outpatient services. This level of care is used to support and treat complex clinical presentations and is differentiated from longer term, structured day programs intended to achieve or maintain stability for individuals with severe and persistent mental illness. IOPs may be developed to address the unique needs of a special population. Clinical interventions are targeted toward the specific clinical population or presentation and generally include modalities typically delivered in office-based settings, such as individual, couple, and family therapy, group therapies, medication management, and psycho-educational services. Adjunctive therapies such as life planning skills (assistance with vocational, educational, and financial issues) and expressive therapies may be provided but must have a specific function within a given member's treatment plan. As the targeted clinical presentation and the member's functioning improve, treatment intensity and duration are modified. All treatment plans are individualized and focus on acute stabilization and transition to community-based outpatient treatment and supports as needed.

**Psychiatric Day Treatment:** Provides a coordinated set of individualized, integrated, and therapeutic supportive services to members with psychiatric diagnosis, who need more active or inclusive treatment than is typically available through traditional outpatient mental health services.

While less intensive than partial hospitalization, psychiatric day treatment is an intensive, clinical program that includes diagnostic, medical, psychiatric, psychosocial, and adjunctive treatment modalities in a structured setting. Psychiatric day treatment programs provide rehabilitative, pre-vocational, educational, and life-skill services to promote recovery and attain adequate community functioning, with focus on peer socialization and group support.

**Community Support Program (CSP):** Provide an array of services delivered by community-based, mobile, paraprofessional staff to members with psychiatric and/or substance use diagnoses, and for whom their psychiatric or substance use diagnoses interfere with their ability to access essential medical services. CSP staff are supported by a clinical supervisor. CSPs do not provide clinical treatment services. CSPs provide outreach and support services to enable members to utilize clinical treatment services and other supports. The CSP service plan assists the member with attaining their goals in their clinical treatment plan in outpatient services and/or other levels of care and works to mitigate barriers to doing so.

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In general, a member who can benefit from CSP services has a mental health, substance use, and/or co-occurring diagnosis that has required psychiatric hospitalization or the use of another 24-hour level of care or has resulted in serious impairment with a risk of admission. CSP services are used to prevent hospitalization. In combination with outpatient and other clinical services, CSP services are designed to respond to the needs of individuals whose pattern of service utilization or clinical profile indicates high risk of readmission into any 24-hour behavioral health inpatient/diversionary treatment setting. These services are designed to be maximally flexible in supporting individuals to implement their clinical treatment plans in outpatient and/or other levels of care and attain the skills and resources needed to maintain community tenure. Such services may include:

- Assisting members in improving their activities of daily living skills (ADLs) so they can perform ADL more independently or access services to support them in doing so;
- Providing service coordination and linkage including;
- Assistance with transportation to essential medical and behavioral health appointments;
- Assisting with obtaining benefits, housing, and health care;
- Collaborating with emergency services programs/mobile crisis intervention (ESP/MCIs) and/or outpatient providers; including working with ESPs to develop, revise and/or utilize member crisis prevention plans and/or safety plans as part of the crisis planning tools for youth; and
- Fostering empowerment, recovery, and wellness, including linkages to recovery-oriented peer support and/or self-help supports and services.

**Community Support Program for Chronically Homeless Individuals (CSP-CHI formally C-SPECH):** CSP-CHI is a more intensive form of CSP for chronically homeless individuals who have identified a permanent supportive housing (PSH) housing opportunity. Once housing is imminent with members moving within 120 days, members receiving CSP may receive CSP-CHI services. CSP-CHI includes assistance from specialized professionals who, based on their unique skills, education, or lived experience, have the ability to engage and support individuals experiencing chronic homelessness in searching for PSH, preparing for and transitioning to an available housing unit and, once housed, coordinating access to physical health, behavioral health, and other needed services geared toward helping them sustain community tenure.

**Community Support Program for Justice Involved CSP-JI:** The (CSP-JI) program provides support services to members who have experience with re-entry, parole supervision, and/or probation. CSP-JI is a community-based service coordination and support program that coordinates the members' behavioral health needs and sustainment of community tenure. CSP-JI coordinates with a similar program, Behavioral Health Supports for Justice Involved Individuals (BH-JI); BH-JI is provided to individuals while incarcerated and in the community to individuals with justice involvement. CSP-JI is intended to maximize the ability of members who are experiencing re-entry, parole supervision, and/or probation supervision to engage with behavioral health services and attain and maintain tenure within the community. Providing low-threshold, high support services to members with justice involvement has been shown to significantly decrease the likelihood of admission to a 24-hour facility.

## Behavioral Health Emergency Service Programs (ESPs)

**Emergency Service Program—Risk Management/Safety Planning Service (ESP):** provides crisis assessment, intervention, and stabilization services 24/7 and 365 days per year to members who are experiencing a behavioral health crisis. The purpose of the ESP is to respond rapidly, assess effectively, and deliver a course of treatment intended to promote recovery, ensure safety, and stabilize the crisis in a way that allows a member to receive medically necessary services in the community, or if medically necessary, in an inpatient or 24-hour diversionary level of care. In all encounters with a member in crisis, the ESP provides a core service including:

- Crisis assessment, intervention, and stabilization including a crisis behavioral health assessment
- Short-term crisis counseling that includes active listening, solution-focused/strengths-oriented crisis intervention aimed at working with the member and their family and/or other natural supports to understand the current crisis, identify solutions, and access resources and services for comfort, support, assistance, and treatment
- Arrangement of after-care referrals for the behavioral health services that the member selects to further treat their behavioral health or substance use
- Resources and referrals for additional services and supports for the member and their family, such as recovery-oriented and consumer operated resources in their community

ESP providers are expected to include the three basic components of crisis assessment, intervention, and stabilization with the understanding that ESP providers require flexibility in the focus and duration of the initial intervention, the member's participation in the treatment, and the number and type of follow-up services.

ESP services are directly accessible to members who seek behavioral health services on their own and/or who may be referred by any other individual or resource, such as family members, guardians, community-based agencies, service providers, primary care physicians, residential programs, state agency personnel, law enforcement, courts, etc. ESP services are community-based in order to bring treatment to members in crisis, allow for member choice, and offer medically necessary services in the least restrictive environment that is most conducive to stabilization and recovery. Local ESPs provide crisis behavioral health services in the community, through mobile crisis intervention services, accessible community-based locations, and community crisis stabilization (CCS) programs. The mission of the ESP is to deliver high quality, culturally competent, clinically and cost-effective care focused on stabilization, resiliency, wellness, and recovery.

For CCA members, emergency services shall be provided immediately on 24/7 days a week, with unrestricted access to members who present at any qualified provider, whether a network provider or a non-network provider. Examples of emergency services include, but are not limited to, response to a call with a live voice; or face-to-face visit within 60 minutes of outreach.

ESP services also include the following components:

- Medication management crisis
- Diagnostic evaluation
- Safety planning
- Emergency department visit
- Specializing services



## Behavioral Health Outpatient Covered Services

Outpatient behavioral health services are services that are rendered in an ambulatory care setting such as an office, clinic environment, a member's home, or other locations appropriate for psychotherapy or counseling. Services consist of time-effective, defined episodes of care that focus on the restoration, enhancement, and/or maintenance of a member's optimal level of functioning, and the alleviation or amelioration of significant and debilitating symptoms impacting at least one area of the member's life domains (e.g., family, social, occupational). The goals, frequency, intensity, and length of treatment vary according to the needs of the member and the response to treatment. A clear treatment focus, SMART goals, measurable outcomes, and a discharge plan including the identification of realistic discharge criteria are developed as part of the initial assessment and treatment planning process and are evaluated and revised as needed.

CCA is committed to providing convenient access and availability of behavioral health services that support the needs of each CCA member and support each member's care plan. Excluding emergency services (ESP) and urgent care, behavioral health office visits will be made available within the following timeframes to members for the following behavioral health services:

- Non-24-hour diversionary services: within 2 calendar days of discharge
- Urgent care services access: within 48 hours
- Other outpatient services: within 7 calendar days of discharge
- Appointments to review and refill medications: within 14 calendar days of discharge
- All other behavioral health services: within 14 calendar days

In addition to our contracted network, CCA behavioral health clinicians are available 24/7 on call. Behavioral health services are also available for in-person home or office appointments within 48 hours of discharge and 48 hours for medication assessment and management.

**Behavioral Health Outpatient Treatment:** Should result in positive outcomes within a reasonable time frame for specific diagnosis symptoms and/or problems. The evaluation of goals and treatment should be based on the member's diagnosis, symptoms, and level of functioning. Treatment should be targeted to specific SMART goals that have been mutually negotiated between the provider and the member. Goals of initial and extended outpatient therapy may include crisis resolution, symptom reduction, stabilization, improvement in adaptation, and/or recovery from addiction. Treatment modality, frequency, and length of treatment should be individualized for each member. Most clinical situations can be effectively managed using a short-term and/or intermittent model of treatment with varying modalities and frequency of contact as needed.

Individuals with chronic or recurring behavioral health conditions may require a longer-term approach with intermittent visits over extended periods, or sustained contacts with increased intensity of services around periods of relapse or decompensation; and members must have flexibility in accessing outpatient treatment, including transferring.

**Diagnostic Evaluation:** Is an assessment of a member's level of functioning, including physical, psychological, social, educational, and environmental strengths and challenges for the purpose of diagnosis and treatment planning.

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**Dialectical Behavioral Therapy (DBT):** Is an evidence-based directed outpatient treatment developed by Marsha Linehan, Ph.D., and her colleagues that combines strategies from behavioral, cognitive, and other supportive psychotherapies for enrollees with a borderline personality diagnosis who exhibit chronic parasuicidal behaviors. DBT includes individual therapy, DBT skills group, therapeutic consultation to the member on the telephone or telehealth, and the therapists' internal consultation meeting(s). Through an integrated treatment team approach to services, DBT seeks to enhance the quality of the member's life through group skills training and individual therapy with a dialectical approach of support and confrontation. Providers of this service must consult with the member's care team to discuss clinical appropriateness of this treatment. CCA prefers DBT-certified clinicians as providers of this service but exceptions can be made pending discussion with the CCA clinical team.

**Urgent Outpatient Services (UOS):** Are rapid responses provided by the outpatient mental health provider to members, in response to their perceived urgent behavioral health needs that, if left unattended, may lead to the need for more acute services. UOS provides a same or next business day response to the member's urgent request that assists him/her by providing assessment, stabilization and service linkages. UOS are not intended to replace or be interchangeable with emergency services program/mobile crisis intervention services. UOS are ideally provided on the same day as the request and no later than within 24 hours or one business day. These services focus on clinical assessment, brief crisis intervention, stabilization of the crisis, and the alleviation of immediate symptoms that are interfering with the member's functioning. The goal of UOS is to stabilize the member and make the needed aftercare arrangements to transition him/her to ongoing outpatient services or other appropriate behavioral health services as soon as possible. In addition, the UOS provider provides the member with information regarding local resources and refers him/her to appropriate community supports and services, when needed.

**Family Consultation:** A meeting of at least 15 minutes' duration, either in person or by telephone, with family members or others who are significant to the member and clinically relevant to a member's treatment to identify and plan for additional services, coordinate a treatment plan, review the individual's progress, or revise the treatment plan.

**Case Consultation:** Is a documented meeting of at least 15 minutes' duration, either in person or by telephone, between the treating provider and other behavioral health/medical clinicians or physician, concerning a member who is a client of the BH provider to identify and plan for additional services, coordinate a treatment plan, review the member's progress, or revise the treatment plan. Case consultation shall not include clinical supervision or consultation with other clinicians within the same provider organization.

**Bridge Consultations Inpatient/Outpatient:** Is a single-session consultation conducted by a network outpatient provider at a psychiatric inpatient unit or as enhanced acute treatment services (E-ATS) program. The bridge consultation is intended to provide therapeutic contact between an outpatient therapist and the member to facilitate aftercare treatment planning prior to discharge and may be requested by the member or the member's family/guardian, the inpatient team, the E-ATS treatment team, the primary outpatient clinician or master's-level outpatient liaison who is attempting to engage the member in outpatient treatment. Regardless of the initiation source, the outpatient provider will arrange and coordinate the bridge consultation with the inpatient unit or E-ATS program. During the consultation it is expected that the outpatient clinician will meet face-to-face with the member and attend the inpatient or E-ATS treatment team meeting or meet with the clinician who is a member of the treatment team.

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**Consultation in the ED:** Is an in-person meeting of at least 15 minutes' duration between a psychiatrist or advanced practice registered nurse clinical specialist and a member, at the request of the medical unit or attending physician to assess the member's mental status, provide greater diagnostic clarity, and/or assist the unit medical and nursing staff with a BH or psychopharmacological treatment plan for the member.

**Medication Management:** Is the level of outpatient treatment where the primary service is provided by a qualified prescribing provider, either a psychiatrist or an advanced practice registered nurse (APRN). The prescriber evaluates the member's need for psychotropic medications and provides a prescription and ongoing medical monitoring for efficacy and medication side effects. Psychiatric medication prescribers are expected to coordinate care with other mental health, medical, and substance use providers. Telehealth services are available for members with specific geographic, cultural, linguistic, or special needs that cannot be met in their community. Telehealth can be provided using a combination of interactive video and audio. Medication visits may consist specifically of a psychopharmacological evaluation, prescription, review, and/or monitoring by the prescriber. Visits may also include counseling and/or coordination of care with other physicians or other qualified health care professionals or agencies.

## Behavioral Health Covered Outpatient Services for Substance Use

**Ambulatory Withdrawal Services (also known as ambulatory detoxification) ASAM Level 2.D:** Are provided in an outpatient clinical setting, under the direction of a physician, and is designed to stabilize the medical condition of an individual experiencing an episode of substance use or withdrawal complications. Ambulatory withdrawal services are indicated when the individual experiences physiological distress during withdrawal, but where the situation is not life threatening. The individual may or may not require medication, and 24-hour nursing is not required. The severity of the individual's symptoms determines the setting, as well as the amount of nursing and physician supervision necessary, during treatment. Ambulatory withdrawal services can be provided in an intensive outpatient program.

**Structured Outpatient Addiction Programs (SOAP):** Consists of short-term, clinically intensive, structured, day and/or evening substance use services. These programs are used as a transition service in the continuum of care for members being discharged from community-based acute treatment services (ATS) for substance use ASAM level 3.7, and members being stepped down from clinical stabilization services (CSS) for substance use ASAM level 3.5. SOAP provides multi-disciplinary treatment to address the sub-acute needs of members with addictions and/or co-occurring diagnosis, while allowing them to maintain participation in the community, work or school, and involvement in family life. SOAP services are only provided in Department of Public Health (DPH)-licensed, freestanding facilities skilled in addiction recovery treatment, outpatient departments in acute-care hospitals, or licensed outpatient clinics and facilities.

**Medication Assisted Treatment (MAT):** Is the use of a medication approved by the federal Food and Drug Administration (FDA), in combination with counseling and behavioral therapies, for the treatment of opioid related substance use.

**Opioid Replacement Therapy (ORT):** Medically monitored administration of methadone, buprenorphine, or other U.S. Food and Drug Administration (FDA)-approved medications to treat opioid use (OUD), in conformance with FDA and Drug Enforcement Administration (DEA) regulations. This service combines medical and pharmacological interventions with counseling, educational, and vocational services and is offered on a short-term (detoxification) and long-term (maintenance) basis.

- **Opioid Treatment Program/Methadone Maintenance (OTPs):** Are licensed and accredited opioid agonist treatment programs, often called methadone maintenance treatment (MMT) programs, currently authorized to dispense methadone and buprenorphine in highly structured protocols defined by federal and state law. These programs medically monitor the administration of methadone, buprenorphine, or other U.S. Food and Drug Administration (FDA)-approved medications to treat opioid use as a medication-assisted treatment (MAT), as well as for pain management. This service combines medical and pharmacological interventions with counseling, educational, and vocational services and is offered on a short-term (withdrawal management) and long-term (maintenance) basis. An opioid treatment program (OTP) is provided under a defined set of policies and procedures, including admission, continued stay, and discharge criteria stipulated by Massachusetts state regulations and the federal regulations, unless contraindicated, the family, guardian, and/or natural supports are actively involved in the treatment as required by the treatment plan, or there are active efforts being made and documented to involve them.
- **Office-Based Opioid Treatment (OBOT):** Refers to outpatient treatment services provided outside of licensed OTPs by clinicians to patients with addiction involving opioid use, and typically includes a prescription for the partial opioid agonist buprenorphine, the provision of naltrexone, or the dispensing of methadone, in concert with other medical and psychosocial interventions to achieve and sustain remission.

## SECTION 11: BEHAVIORAL HEALTH SERVICES PROVIDERS

**Acupuncture for Withdrawal Management:** Is a treatment program providing acupuncture services for individuals experiencing side effects from the use of alcohol and/or other drugs. An Acupuncturist is defined as an individual licensed by the Board of Registration in Medicine in accordance with M.G.L. c. 112, §§ 150 through 156.

**Recovery Coaches (RC):** Are individuals currently in recovery who have lived experience with addiction and/or co-occurring mental health diagnosis and have been trained to help their peers with a similar experience to gain hope, explore recovery, and achieve life goals. RCs are actively engaged in their own personal recovery and share real-world knowledge and experience with others who are on their own recovery path. RCs share their recovery story and personal experiences to establish an equitable relationship and support members in obtaining and maintaining recovery.

The primary responsibility of RCs is to support the voices and choices of the members they support, minimizing the power differentials as much as possible. The focus of the RCs is to create a relationship between equals that is non-clinical and focused on removing obstacles to recovery; linking members to a recovery community and serving as a personal guide and mentor. The RC will work with the member to develop a wellness plan that orients the activities of the RC service.

RCs are employed by an organization that is licensed by the DPH to offer RC services and can provide supervision, an organizational culture that supports fidelity to the model, and an environment that is conducive to the needs of RCs and the members they serve. The RC service is based within a licensed behavioral health outpatient clinic or opioid treatment center. RCs can be deployed to any setting in the community.

**Recovery Support Navigator/Community Support Program (RSN):** Services are staffed by paraprofessionals who provide care management and system navigation supports to members with a diagnosis of substance use and/or co-occurring mental health diagnosis. The purpose of RSN services is to engage members as they present in the treatment system and support them in accessing treatment services and community resources.

RSN services are appropriate for members with substance use and/or co-occurring mental health conditions who need additional support in remaining engaged in treatment, identifying and accessing treatment and recovery resources in the community (including prescribers for addiction and psychiatric medications) and/or developing and implementing personal goals and objectives around treatment and recovery from addiction and/or co-occurring diagnosis. The RSN explores treatment recovery options with the member, helps clarify goals and strategies, provides education and resources, and assists members in accessing treatment and community supports.

The RSN is not responsible for a member's comprehensive care plan or medical or clinical service delivery but supports the member in accessing those services and participates as part of the overall care team when appropriate. The RSN service is based within a licensed behavioral health outpatient clinic or an opioid treatment center, and recovery support navigators can be deployed to any setting.

## Behavioral Health Covered Special Procedures

### Electro Convulsive Therapy (ECT):

Electroconvulsive (ECT) therapy is the initiation of generalized seizure activity with an electric impulse while the member is placed under anesthesia. This procedure is administered in a hospital facility or community facility licensed to do so by the Department of Mental Health (DMH). ECT may be administered on either an inpatient or outpatient basis, depending on the member's mental and medical status. Providers should follow DMH regulations that govern administration of this procedure. ECT may cause short- or long-term memory impairment of past or current events. The number of sessions undertaken during a course of ECT usually ranges from 6 to 12. ECT is most commonly performed at a schedule of three (3) times per week. Maintenance ECT is most commonly administered at one- to three-week intervals. The decision to recommend the use of ECT derives from a risk/benefit analysis for members. This analysis considers the diagnosis of the individual and the severity of the presenting illness, the individual's treatment history, the anticipated speed of action/efficacy of ECT, the medical risks, and anticipated adverse side effects. Providers must complete a workup including medical history, physical examination, and any indicated pre-anesthetic lab work to determine that there are not contra-indications to ECT and that there are no less intrusive alternatives to ECT before scheduling administration of ECT.

### Neuropsychological/Psychological (Testing):

Both neuropsychological testing and psychological testing involve the culturally and linguistically competent administration and interpretation of standardized tests to assess a member's psychological, cognitive, behavioral, and emotional functioning. Testing goals include: determining identifiable and measurable differences, determining a baseline of functioning, and/or determining a deviation from a baseline of functioning along the domains listed above. Using standardized, valid, and reliable testing tools, the psychologist aims to develop a hypothesis regarding the member's difficulties in functioning, determine an accurate diagnosis, and provide targeted information to guide effective treatment strategies. Testing can include standard psychological as well as neuropsychological assessment procedures. The categories are differentiated from each other by the referral question and the assessment procedures used.

### Repetitive Transcranial Magnetic Stimulation Services (rTMS):

Repetitive Transcranial Magnetic Stimulation (rTMS) is a multisession treatment that uses magnetic fields to stimulate nerve cells associated with mood control and depression. rTMS is a noninvasive procedure, and side effects are rare. rTMS temporarily modulates cerebral cortical function and changes the level of neuronal activity in key regions of the brain related to higher-level cognitive function and is used to treat medication-resistant [major depression](#); however, there is emerging evidence of its efficacy in treating [PTSD](#). The treatment has been approved by the FDA since 2008 for the treatment of refractory major depressive disorder (MDD) defined as less than a 50% response to medication and outpatient therapy trials. rTMS is approved for re-administration if a member has had a successful outcome on an initial trial of rTMS. The procedure takes place in an outpatient setting, is non-invasive, and does not require anesthesia. The procedure is generally administered daily, 5 days a week, over a four- to seven-week period but could be shorter depending on rating scale assessment results. Tapering occurs post active treatment phase and lasts approximately 3 weeks. Side effects include lightheadedness and mild headaches. Seizures constitute a rare side effect. Medications can be continued but should not be changed during treatment and members are encouraged to continue with outpatient therapy. Providers and members should conduct a risk/benefit assessment when determining if rTMS is an appropriate treatment. There are a number of treatment contraindications listed below.

**Esketamine for Treatment-Resistant Depression:** Esketamine treatment has been shown to be an effective intervention for severe depression, with or without anxiety, particularly for individuals who have struggled with standard therapies. Esketamine therapy is an outpatient or inpatient service that focuses on treating individuals living with major depressive diagnosis (MDD) who are not responding to standard treatments. In addition, those who are experiencing severe symptoms of depression or other mental illness that are threatening their health or safety may be good candidates for esketamine, which can often work more quickly than other treatments. Esketamine is used to help depressed individuals who have not responded to at least two courses of medications most often prescribed for depression or are experiencing acute suicidal thoughts or behaviors and urgently require a fast-acting intervention. The FDA-approved drug esketamine nasal spray allows the drug to be taken more easily in an outpatient treatment setting (under the supervision of a doctor), making it more accessible for patients. The medication administration is completed under the direct observation of healthcare provider, and patients are required to be monitored by a healthcare provider for at least two (2) hours. Esketamine is only part of the treatment for a person with depression. To date, it has only been shown to be effective when taken in combination with an oral antidepressant. For these reasons, esketamine is not considered a first-line treatment option for depression. It's only prescribed for people with MDD with acute suicidal ideation or behavior and who haven't been helped by at least two other depression medications.

## SECTION 12: LONG-TERM SERVICES AND SUPPORT PROVIDERS

Commonwealth Care Alliance is committed to full integration of long-term service and support (LTS), and of behavioral health (BH), in addition to the medical service needs in each member's care plan. Accordingly, we have a wide range of LTS and BH services for all Commonwealth Care Alliance members.

### Long-Term Services and Supports

Long-term services and supports (LTS) are covered for Commonwealth Care Alliance members. LTS are considered covered services when (a) delivered consistent with provider training, licensure, certification, and/or other designation by the Commonwealth of Massachusetts; (b) delivered consistent with the specific scope and conditions referenced in the provider's contractual agreement, this Provider Manual, and Commonwealth Care Alliance policies; and (c) authorized in accordance with Commonwealth Care Alliance service authorization policies.

LTS services include services that the member receives outside of the home as well as services brought to the member in their home or residence.

Examples of LTS services received outside of the home include:

Day programs for frail seniors and disabled adults who need supervision, structure, and/or health services during the daytime, but who return to their homes and caregivers at the end of the day. Members are transported to day programs, such as the following.

**Adult day health (ADH):** ADH offers nursing care, therapies, personal care assistance, social and recreational activities, meals, and other services in a community group setting.

**Day habilitation:** Such programs serve individuals with developmental disabilities, by offering a structured, goal-oriented program of medically oriented, therapeutic, and habilitation services to raise members' levels of functioning and facilitate independent living.

**Social day supportive day programs:** These programs provide support services in a group setting to help participants recover and rehabilitate from an acute illness or injury, or to manage a chronic illness, or for participants who have an assessed need for increased social integration and/or structured day activities. The services include assessments and care planning, health related services, social services, therapeutic activities, nutrition, and transportation. These services focus on the participant's strengths and abilities, while maintaining their connection to the community and helping them to retain their daily skills.

### Other LTS may be brought to the member in their home or residence.

Examples include:

**Adult foster care (AFC):** A program for frail elderly adults and adults with disabilities who cannot live alone safely. AFC adults live with trained, paid caregivers who provide daily care, meals, companionship, personal assistance, and 24-hour supervision. Caregivers may be family members (except legally responsible relatives), or non-family members.

**Group adult foster care (GAFC):** A program that provides nursing oversight and personal care services for eligible seniors and adults with disabilities who live in GAFC-approved housing.

**Home care services:** Several types of support to promote independence and self-determination including provision of, assistance with and/or skills training in, general household tasks, personal care and ADLs, personal finance, health, shopping, use of community resources, community safety, and other social and adaptive skills to live in the community.



## SECTION 12: LONG-TERM SERVICES AND SUPPORT PROVIDERS

Home care services also include providing a worker or support person to perform general household tasks such as preparing meals, doing laundry, and routine housekeeping, and/or to provide companionship to the member, as well as providing a range of personal support and assistance to enable an enrollee to accomplish tasks that they would normally do for themselves if they could, like assisting with bathing, dressing, personal hygiene, and other activities of daily living. Such assistance may take the form of hands-on assistance or cueing and supervision to prompt the enrollee to perform a task.

Home Care services also can include Chore services, Grocery Shopping and delivery and Home Delivered Meals

**Medically necessary non-emergency medical transportation:** Takes members to medically related services.

**Personal care management & personal care attendant:** Personal care management (PCM) organizations, certified by EOHHS to provide PCM services, are responsible for evaluating members (One Care only) who are being considered for the personal care attendant (PCA) program and providing skills training, determine the need for surrogacy, and support to enable a member to employ and direct his/her own PCA. Each enrollee has the right to hire, fire, schedule, and train his or her personal care attendant. PCAs provide authorized and scheduled services to assist a member with activities of daily living (ADLs) and instrumental activities of daily living (IADLs).

Below is a listing of additional services that require Prior Authorization and are available if appropriate for members' individual circumstances:

**Home modifications:** Physical adaptations in a member's private residence, such as widening of doorways, installation of ramps, and installation of specialized electric and plumbing systems to accommodate needed medical equipment and supplies. Excluded modifications include those that do not provide direct medical or remedial benefit or would normally be the landlord's responsibility. Modifications to increase total square footage are covered only when necessary to complete a covered adaptation.

**Medication management:** Support to a member capable of self-administering medications. This includes reminders to take medication, checking the package for correct member name and dosage, opening medication containers, reading the medication name, reading and explaining instructions, and observation and documentation of the member's actions regarding the medication.

**Non-medical transportation:** Provided to enable the member to access community services, activities, and resources.

**Peer support services:** Services by persons with lived experience similar to a member's, to provide training, instruction, and mentoring to individuals about self-advocacy, participant direction, civic participation, leadership, benefits, and ability to function in the home and participate in the community.

**Respite care:** Services provided to relieve a member's informal caregivers from the daily stresses and demands of caring for a member in order to strengthen or support the informal support system. Respite care may be provided for at any time duration in a member's home, or as a short-term stay in an overnight facility.

### **Clinical Conditions, Criteria & Authorization for Long-Term Services and Supports**

In addition to factors considered in determining the necessity and appropriateness of medical services, Commonwealth Care Alliance evaluates:

- Likelihood that the enrollee would require admission to a treatment facility with and without the proposed service
- Value of an environmental assessment in implementing the member's care plan
- Member's ability to safely leave the home
- Member's dependency on others to safely leave the home

### **Long-Term Services and Supports Coordinator (LTSC)**

One Care members may elect to have an independent long-term service and supports coordinator (LTSC) to assist with coordination of their LTS needs. LTSCs provide expertise in community supports to the member and his/her care team, advocate for the member's LTS needs, and participate as a member of the interdisciplinary care team (ICT), all at the member's discretion. Most aging services access points (ASAPs), some independent living centers (ILCs), and some recovery learning centers (RLCs) provide LTS coordination services.

### **Geriatric Support Services Coordinator (GSSC)**

As a member of the primary care team (PCT) for SCO members, the GSSC participates in initial and ongoing assessments of members including developing community-based care plans as well as determining the appropriateness of institutional long-term care services. The GSSC also arranges, and coordinates services with the LTSS providers.

## SECTION 13: QUALITY IMPROVEMENT PROGRAM

Commonwealth Care Alliance is committed to providing the highest-quality, most effective health care to its members. In pursuance, the Commonwealth Care Alliance framework for quality improvement is designed to integrate quality assessment and performance improvement activities throughout all levels of its care delivery system. As a “consumer experience” governed organization, the Commonwealth Care Alliance Quality Program is structured to ensure that the member’s perspective is built in to all elements of its quality improvement activities. An underlying tenet of the program is that a true partnership between those receiving care and those providing and managing care can promote autonomy, independence and better health outcomes.

The Quality Program is designed to:

- Understand the needs, expectations, and satisfaction of members and caregivers and implement improvements to incorporate these perspectives into care delivery and system operations
- Continually improve organizational and clinical processes throughout the delivery system based upon analysis of available data and clinical, administrative, and member input from across the network
- Improve clinical quality by identifying and disseminating best clinical practices throughout the network

### Quality Program Objectives

- To ensure the effective, timely, and safe delivery of care and care coordination to members at the optimal level of quality
- To assess and evaluate the quality and appropriateness of care across the provider network
- To design effective mechanisms for problem identification, assessment and resolution at the individual, practice site, and system-wide levels
- To assess, evaluate, and monitor key areas of clinical care and care coordination and identify opportunities for improvement when indicated
- To promote mechanisms for the integration of risk management, utilization review and other activities in a comprehensive Quality Improvement Program
- To identify deviations from standards and address such deviations in a manner that optimizes health outcomes
- To ensure that professional competency and practices are routinely and reliably monitored and evaluated
- To ensure program compliance with state, federal, contractual, and other regulatory requirements

## **Quality Program Structure**

### **Board of Directors**

The board of directors is comprised of up to 15 members appointed by Commonwealth Care Alliance corporate members. The board of directors assumes final authority and responsibility for quality of care and professional practices including:

- Approval of the Commonwealth Care Alliance annual Quality Program
- Recommendations related to Commonwealth Care Alliance quality assessment and performance improvement activities

The board of directors delegates responsibility for the development and oversight of the Commonwealth Care Alliance Quality Program to the Chief Executive Officer/Chief Medical Officer, who delegates responsibility for components of the program to Commonwealth Care Alliance Chief Quality Officer, quality and clinical staff.

### **Board Quality Committee**

The board of directors of Commonwealth Care Alliance (CCA) established the Quality Committee to assist the board in fulfilling its responsibilities for oversight of the CCA Quality Program to ensure the quality of CCA clinical care, patient safety, and customer service. The Quality Committee operates under a written charter, which is approved by the board of directors. The Quality Committee's oversight includes: (i) the CCA Quality Strategy, (ii) CCA's annual Quality Improvement Work Plan, and (iii) reviewing progress toward achievement of CCA's quality strategic objectives as measured by key quality indicators. The Quality Committee is composed of at least 3 members (including the chair of the Committee) who are voting members of the board and appointed by the board chair in consultation with the CEO. The chair of the board and the CEO are ex-officio members of the Committee and the Chief Quality Officer and Chief Medical Officer are staff liaisons to the Committee.

### **Management Quality Committee**

The Management Quality Committee is an internal Commonwealth Care Alliance committee, with responsibilities that include the development, coordination, and facilitation of all quality improvement activities throughout the organization including monitoring and evaluation, and the development of the organization's annual Quality Program Work Plan for recommendation to the board Quality Committee for review and approval.

## SECTION 13: QUALITY IMPROVEMENT PROGRAM

The Management Quality Committee assumes responsibility for:

- Designating areas to be monitored and evaluated
- Generating suggestions for quality improvement activities
- Designing mechanisms for problem identification and prioritization, assessment, resolution, and follow-up evaluation
- Selecting criteria for monitoring activities
- Reviewing and analyzing all monitoring activities and assisting in developing focused improvement plans
- Evaluating the annual Quality Program regarding its effectiveness in addressing issues of quality of patient care and professional practice
- Reviewing policies and procedures related to implementation of quality improvement initiatives annually and as needed

### Utilization Management Committee

The Utilization Management Committee, a standing committee of Commonwealth Care Alliance, oversees the development and implementation of an effective utilization management program. The Utilization Management Committee is responsible for monitoring the quality, continuity and coordination of care including monitoring for overutilization and underutilization of services. These activities are coordinated closely with the Commonwealth Care Alliance Quality Program.

Utilization Management Committee responsibilities include the regular review, monitoring, and analysis of utilization and cost information associated with the delivery of care and services to members across the network.

Members of the Utilization Committee include appropriate Commonwealth Care Alliance clinical staff, consultants, and multidisciplinary clinical representation from the provider network, as well as others as appropriate on an ad hoc basis.

### Scope of the Quality Program

The Quality Improvement program is designed to:

- Attend to all aspects of quality of care and service, including a particular focus on assessing and improving patient-centeredness and empowerment
- Understand the needs, expectations, and satisfaction of enrollees and their caregivers and implement improvements to incorporate these perspectives into care delivery and system operations
- Continually improve organizational operational and clinical processes throughout the enterprise and the network delivery systems based upon analysis of available data and clinical, administrative, and enrollee input from across the network
- Improve clinical and service quality by identifying and disseminating best practices

### **Annual Quality Improvement Plan**

Commonwealth Care Alliance annually selects activities that facilitate the organization's achievement of its quality improvement goals. Activities are tracked in the Commonwealth Care Alliance Annual Quality Improvement Plan, Work Plan, and annual evaluation.

A number of factors are considered when establishing the Quality Improvement Plan. Factors include:

- Alignment with the Commonwealth Care Alliance mission and strategic goals
- Fit with previous work plan projects
- Performance in prior initiatives and quality metrics
- Predicted impact on overall health and well-being of membership
- Predicted impact on member and clinician satisfaction
- Scope and urgency

Measurement and evaluation are fully integrated into the Improvement Plan, and progress toward Improvement Plan objectives is tracked and monitored throughout the year.

### **Program Monitoring and Evaluation**

The board of directors, Board Quality Committee, and the Management Quality Committee assesses the annual Quality Improvement Work Plan through a formalized quality improvement annual evaluation, which assesses the results of the plan. This evaluation guides next steps and the development of a Quality Improvement Plan for the coming year.

### **Collaboration with Contracted Providers in the Creation, Implementation, and Monitoring of the Quality Program Improvement Plan**

Commonwealth Care Alliance strongly believes that its provider network has a substantial and fundamental role in determining the success of its annual Improvement Plan. Specifically, collaboration with and cooperation of Commonwealth Care Alliance contracted providers is critical to Improvement Plan development, execution, and evaluation. Commonwealth Care Alliance collaborates with contracted providers to identify opportunities for improvement.

### **Prioritized Quality Initiatives**

Though they may change over time, Commonwealth Care Alliance priority quality initiatives, as outlined in each year's Improvement Plan, typically focus on protocols, processes, and procedures to improve the effectiveness and/or efficiency of care delivery.

In addition to ongoing monitoring and maintenance of Commonwealth Care Alliance compliance with CMS and MassHealth quality-related standards and expectations, priority initiatives for 2022 include:

- Social determinants of health
- Life Choices: palliative and end of life care
- Diabetes disease management
- Behavioral health integration
- Fall prevention
- Vaccination rate improvement
- Provision of telehealth/virtual care services

### **Compliance with CMS and MassHealth**

Commonwealth Care Alliance must comply with a number of CMS and MassHealth quality-related standards and expectations. Requirements for compliance include several ongoing data submissions including, but not limited to:

- Healthcare Effectiveness Data and Information Set (HEDIS)
- Consumer Assessment of Healthcare Providers and Systems (CAHPS)
- Health Outcomes Survey (HOS)
- Quality of care grievances
- Critical incident reporting
- Model of care description development and maintenance
- Quality Improvement Program description
- Quality Improvement Program evaluation
- Quality Improvement Work Plan
- Performance improvement projects (PIPs)
- Chronic care improvement projects (CCIPs)

In addition, Commonwealth Care Alliance is committed to using evidence-based guidelines as a basis for quality measurement and improvement.

### **Healthcare Effectiveness Data and Information Set Guidelines (HEDIS)**

Commonwealth Care Alliance assesses its performance using several tools and measurement methodologies, including HEDIS. HEDIS is a standardized set of performance measures widely used by managed care organizations to enable comparisons of performance over time. The performance measures in HEDIS are related to many significant diagnoses such as cancer, heart disease, asthma, and diabetes. HEDIS is sponsored, supported, and maintained by the National Committee for Quality Assurance (NCQA), which defines standards for accreditation of health plans in the US. A subset of the HEDIS performance measures are reported to required regulatory entities on an annual basis, per state requirements.

With HEDIS, Commonwealth Care Alliance is assessed on six domains of care:

- Effectiveness of care
- Access/availability of care
- Experience of care
- Utilization and risk adjusted utilization
- Health plan descriptive information
- Measures reported using electronic clinical data systems

Specifications for HEDIS measurement are updated annually by NCQA.

Performance results, assessed and reported annually, are sourced by administrative claims data as well as medical record reviews. Commonwealth Care Alliance works with each of its providers to ensure uniformity in understanding around documentation requirements to support the medical record review component of this annual assessment.

A subset of HEDIS results are used to calculate the Commonwealth Care Alliance Medicare star rating.

### **Consumer Assessment of Healthcare Providers and Systems (CAHPS®)**

In addition to HEDIS, Commonwealth Care Alliance participates in a standardized survey of consumers' experiences to evaluate its performance in areas such as customer service, access to care and claims processing. The survey used is called the Consumer Assessment of Healthcare Providers and Systems (CAHPS®). CAHPS is sponsored, supported, and maintained by the Agency for Healthcare Research and Quality (AHRQ).

Data are collected from a random sample of Commonwealth Care Alliance members each spring. A subset of CAHPS results are used to calculate the Commonwealth Care Alliance Medicare star rating.

### **Health Outcomes Survey (HOS)**

The Medicare Health Outcomes Survey (HOS), another standardized tool, is performed on behalf of Commonwealth Care Alliance to evaluate the health care status and health-related quality of life of its members by comparing response data from year one to response data provided by the same set of members in year two.

Data are collected each spring. A subset of HOS results are used to calculate the Commonwealth Care Alliance Medicare star rating.



### **Quality of Care Concerns**

Commonwealth Care Alliance is committed to providing the highest-quality, most effective health care to its members. Commonwealth Care Alliance relies heavily on its provider network to identify potential quality of care concerns and to escalate such concerns according to standard policy.

### **Confidentiality**

All persons participating in quality improvement activities adhere to the Commonwealth Care Alliance [confidentiality policy](#), which is compliant with HIPAA rules and regulations. Results of improvement activities and reports do not contain any identified patient information and, when necessary, are coded or reported in aggregate. All information generated by improvement activities is protected by applicable state/federal laws and regulations.

## SECTION 14: PROVIDER CREDENTIALING

The Commonwealth Care Alliance Credentialing Committee oversees the credentialing and recredentialing process for all provider applicants to the Commonwealth Care Alliance network. The Credentialing Committee approves or denies the provider's participation in our network based upon the review of the application, supporting documents, and results of the credentialing verification process.

In some specific instances, Commonwealth Care Alliance delegates primary source verification to another entity. Notwithstanding delegation, Commonwealth Care Alliance retains the right to approve, suspend, or terminate practitioners from our network. If you have any questions, please contact the Credentialing department at [Credentialing@commonwealthcare.org](mailto:Credentialing@commonwealthcare.org).

### Credentialing and Recredentialing Process

#### Types of Providers Credentialed

Commonwealth Care Alliance credentials providers that are permitted to practice independently under Massachusetts law, including but not limited to:

- Acupuncturist
- Audiologist
- Chiropractors
- Hearing Instrument Specialists
- Optometrist
- Master's-level behavioral health clinicians, including:
  - Alcohol and drug addiction counselors (CADAC-II and LADAC-i)
  - Licensed marriage and family therapists (LMFT)
  - Licensed mental health counselors (LMHC)
  - Social workers (LICSW)
- Nurses—nurse practitioners and other advanced practice nurses (ARNP, CNS, CRNP, NP, PNMHCS, RNCS)
- Oral surgeons
- Physicians (MD and DO), including locum tenens physicians
- Physician assistants
- Podiatrists
- Psychologists (EDD, LP, PhD, PsyD)
- Speech, occupational, and physical therapists

## Information Required for Credentialing

Commonwealth Care Alliance requires the following information for credentialing:

**Application:** A completed, signed, and dated practitioner application form that includes work history, education and training, attestation, authorization and release, professional liability insurance information, malpractice history, disciplinary action information, board certification status, primary hospital, and names of all other hospitals where you have privileges.

Work history must be submitted via the application or a CV. As of the date the application is signed, physicians must submit 5 years of history. Each entry of work history must be dated with the month and year. Any gap of employment of greater than 6 months must include a written explanation.

For behavioral health providers treating substance use disorders, providers need to report on continuing education units (CEU) trainings they have participated in on substance use disorder.

Physicians must give written confirmation from their primary hospital stating that they are credentialed or recertified pursuant to Massachusetts state law.

Either Commonwealth Care Alliance or a delegated contracted, NCQA-certified CVO will perform and document primary source verification on certain information that you have provided to us. Examples of this information include verification of full license to practice, DEA certificate, board certification, highest level of education or training, professional liability claims history, work history, Medicare/Medicaid sanctions, and disciplinary action history. Sources of primary source verification include, but are not limited to, the National Practitioner Data Bank, state licensing agencies, malpractice carriers, and the Office of the Inspector General.

**Credentialing Quality:** Commonwealth Care Alliance assembles internal quality issues related to the practitioner that have been identified and documented through our ongoing quality monitoring process, including adverse events, member grievances, appeals and complaints and audits of practitioner records.

## Your Right to Review and Correct Erroneous Information

You have a right to review information that we have obtained to evaluate your credentialing application, including information from outside sources, except for references, recommendations, or other peer-review protected information.

If the information we receive from outside sources varies substantially from information submitted to us by you, we will notify you in writing of the discrepancy. Our letter to you will include a description of the discrepancy, a request for an explanation and/or correction from you, who you should return the letter to, and the timeframe you have to do so. We will document receipt of your response.

## Your Right to Be Informed

You have a right to be informed, upon request, of the status of your application at any time during the credentialing process. If you make an inquiry to the Credentialing department, we will respond to any questions you have, inform you of any outstanding information needed by us prior to a credentialing/re-credentialing determination, and, if none, inform you of the date your application is scheduled to be reviewed for a final credentialing determination.

### **Credentialing File Review, Determinations, Notice, and Reporting**

After all necessary information has been collected and verified, provider credentialing files are reviewed by the Credentialing Committee to determine if credentialing criteria are met. Based on this review, practitioners may be credentialed, approved with conditions, denied initial credentialing, or terminated from participation in our programs.

#### **Notice to Practitioners**

All applicants granted initial credentialing are notified in writing of the approval no later than 60 calendar days from the approval date. Any initial applicant who is denied credentialing, or a participating practitioner whose credentials are approved with conditions or terminated, is notified in writing of the action, and the reasons therefore, within 60 calendar days from the Committee's decision. Practitioners who are recredentialed in the ordinary course do not receive written notice.

#### **Notice to Members**

If a PCP or certain specialists are terminated for any reason, Commonwealth Care Alliance is required to notify members who have been obtaining services from these practitioners that the practitioner is no longer participating with Commonwealth Care Alliance.

#### **Reporting**

Commonwealth Care Alliance complies with all regulatory and government reporting requirements. All denials, conditional approvals, or terminations that constitute disciplinary actions under state law and/or adverse professional review actions under federal law will be reported as required. Reports to the Board of Registration in Medicine are required to be made within 30 days of the date of the Credentialing Committee action.

### Credentialing/Recredentialing Criteria

Practitioners are credentialed and recredentialed based on the following credentialing criteria:

- Contract with Commonwealth Care Alliance: Practitioner must be contracted with Commonwealth Care Alliance
- Completed credentialing application: Practitioner must have submitted an accurate and fully completed credentialing application
- Education and training: Practitioner must have appropriate education and training consistent with his/her profession and specialty, as further described in our Credentialing Policies and Procedures
- License: Practitioner must have an active and valid Massachusetts license, and additional certifications where required, to practice his/her profession and specialty
- DEA and CDS certification: as applicable
- Professional liability insurance: You must maintain professional liability insurance no less than \$1,000,000 per claim/\$3,000,000 annual aggregate, or higher if required by the Commonwealth of Massachusetts, or be covered under the Federal Tort Claims Act (FTCA). (Applicants who meet the professional liability requirements because they are covered under the FTCA and are credentialed by Commonwealth Care Alliance may only deliver services to members who are patients of the entity that is covered by the FTCA.) Dentists must maintain at least \$1,000,000/\$2,000,000, or as specified by the Commonwealth of Massachusetts
- Board certification: In accordance with the Commonwealth Care Alliance Board Certification Policy, physicians, podiatrists, oral surgeons, and nurse practitioners must be:
  - Board certified by a Commonwealth Care Alliance-recognized specialty board; or
  - In the process of achieving initial board certification by a Commonwealth Care Alliance-recognized specialty board and achieve board certification in a time frame relevant to the guidelines established by the applicable specialty board. Waivers will be considered by Commonwealth Care Alliance only when necessary for Commonwealth Care Alliance to maintain adequate member access
- Hospital privileges: Physicians must have hospital admitting privileges at a hospital contracted with Commonwealth Care Alliance, unless the physician has alternative admitting arrangements as described below. If there are any restrictions on the physician's hospital privileges, the physician must provide a detailed description of the nature and reason for such restrictions which shall be considered and evaluated by the Credentialing Committee in its discretion. Alternative admitting arrangements:
  - If you do not have hospital admitting privileges at a hospital contracted by Commonwealth Care Alliance, you must provide an explanation of arrangements you have put in place for members to be admitted to plan-contracting hospitals (which can be an arrangement with a contracted physician who does have privileges at the hospital, provided that the covering physician sends confirmation of these arrangements to the Credentialing department)
  - If you do not have hospital admitting privileges at any hospital, you must:
    - Provide the names of two Commonwealth Care Alliance-contracted physicians (who are not financially linked to your practice) who can provide reference letters attesting to your clinical competence. (Credentialing department staff will request reference letters from these two

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physicians at the time of initial credentialing and recredentialing.) The Credentialing Committee will review these references and in its sole discretion determine whether they are adequate for an exception to be made

- Provide an explanation of arrangements you have put in place for your members to be admitted to a Commonwealth Care Alliance–contracted hospital (which can be an arrangement with a Commonwealth Care Alliance–contracted covering physician who does have privileges at a Commonwealth Care Alliance–contracted hospital, provided that the covering physician sends confirmation of these arrangements to the Credentialing department)
- Federal/state program exclusions: That you are not currently excluded, terminated, or suspended from participation in Medicare, Medicaid, or any other federal or state health care program
- Criminal proceedings: That you have not been involved in any criminal proceedings that may be grounds for suspension or termination of your license to practice
- Compliance with legal standards: That you are in compliance with all applicable legal requirements relating to the practice of your profession, including meeting all continuing education requirements
- Quality care and service:
  - Based on all the information collected as part of the credentialing process, that you can be reasonably expected to provide quality and cost-effective clinical care and services to plan members
  - That you have not engaged in behavior which may adversely impact member care or service, including but not limited to: behavior which negatively impacts on the ability of other participating providers to work cooperatively with you; reflects a lack of good faith and fair dealing in your dealings with Commonwealth Care Alliance, its provider network, or its members; reflects a lack of commitment to managed care principles or a repeated failure to comply with Commonwealth Care Alliance managed care policies and procedures; indicates a lack of cooperation with the Commonwealth Care Alliance Quality Improvement or Utilization Management Programs; or constitutes unlawful discrimination against a member under any state or federal law or regulation. Provider shall not discriminate by product and shall maintain access and hours equally for all CCA members
  - That the practitioner has not engaged in any behavior which could harm the other health care professionals, patients, or Commonwealth Care Alliance employees. Such behavior includes, but is not limited to, acts of violence committed within or outside the practitioner's practice, whether or not directed toward other health care professionals, patients, or Commonwealth Care Alliance employees, and must be judged by the Credentialing Committee to create a significant risk to other health care professionals, patients, or Commonwealth Care Alliance employees
- Primary care providers (PCPs): In addition to meeting the above criteria, applicants applying for credentials as PCPs must be:
  - A physician or osteopathic physician trained in family medicine, geriatric medicine, internal medicine, general practice, adolescent and family medicine, pediatric medicine, or obstetrical and gynecological medicine (for female members only); or a nurse practitioner (NP). For NPs: the NP must submit the name of the participating supervising physician. NPs are required to be trained as an adult nurse practitioner, pediatric nurse practitioner, or family nurse practitioner

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- PCPs (who are physicians or osteopathic physicians) must be board certified in family medicine, internal medicine, pediatric medicine, or obstetrics & gynecology or must meet the criteria specified in the Board Certification Policy
- *Exceptions:* The Credentialing Committee may authorize a specialist physician to serve as a member's PCP if the member has a life-threatening, degenerative, or disabling condition or disease that requires prolonged specialized care (e.g., HIV, end-stage renal disease, or an oncology diagnosis), and the Committee believes it will be in the best interest of the member to make this exception. Specialists acting in the capacity of a PCP must be or must become Commonwealth Care Alliance-participating providers and must adhere to all Commonwealth Care Alliance standards applicable to PCPs. Covering practitioners for the specialist-PCP must be credentialed by Commonwealth Care Alliance
- Access and availability: As part of its credentialing determinations, the Credentialing Committee may consider, in its discretion, Commonwealth Care Alliance network access and availability needs

You are not entitled to be credentialed or recredentialed on the basis that you are licensed by the state to practice a particular health profession, or that you are certified by any clinical board or have clinical privileges in a Commonwealth Care Alliance-contracted entity. Commonwealth Care Alliance, in its sole discretion, credentials and re-credentials practitioners based on its credentialing criteria set forth in its credentialing policies and summarized in this manual. Commonwealth Care Alliance is responsible for all final determinations regarding whether a practitioner is accepted or rejected as a participant in our network. No Commonwealth Care Alliance credentialing or re-credentialing decisions are based on a practitioner's race, ethnic/national identity, gender, age, sexual orientation, or the types of procedures in which the practitioner specializes. We may include practitioners in our network who meet certain demographic, specialty, or cultural needs of members.

### Recredentialing

You will be required to update and re-attest to your information every three years. If a practitioner does not keep his or her information current, or re-attest to information to ensure it is available for re-credentialing, termination may result, in which case the practitioner would need to re-apply to Commonwealth Care Alliance as an initial applicant.

**Please note that, unlike initial credentialing, re-credentialing includes an assessment of quality-related information collected by Commonwealth Care Alliance as a result of its ongoing clinical and service quality monitoring process.** This information may include, but is not limited to, adverse events, member grievances, appeals and complaints, member satisfaction surveys, utilization management information, and information generated from Commonwealth Care Alliance site reviews or audits of practitioner records.

### Ongoing Monitoring and Off-Cycle Credentialing Reviews and Actions

Between re-credentialing cycles, Commonwealth Care Alliance conducts ongoing monitoring of information from external sources, such as sanctions from state licensing boards (e.g., Massachusetts Board of Registration in Medicine), Medicare/Medicaid, the Office of Inspector General, and internal sources, such as member grievances and adverse clinical events. This information is routinely included in practitioner file reviews during re-credentialing cycles, but may also be reviewed by a medical director or the Credentialing Committee at any time between re-credentialing cycles. After review, the Committee may take no action, may continue the practitioner's credentials with conditions, may require the practitioner to complete a full off-cycle credentialing application and review, or may terminate the practitioner from Commonwealth Care Alliance programs.

If information is received through the monitoring process that causes the Commonwealth Care Alliance medical director and/or the Chief Medical Officer to believe that a practitioner has placed or is at substantial risk for placing a  
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member in imminent danger and that failure to summarily suspend credentials is contrary to the immediate best interests of member care, he or she may summarily suspend a practitioner's credentials. In such event, the practitioner is notified in writing immediately, including the reasons for the action, and the subsequent procedure to be followed by Commonwealth Care Alliance. Any summary suspension will be reviewed by the full Credentialing Committee at its next regularly scheduled meeting. The Committee may reinstate the practitioner, or take any action described in the preceding paragraph.

Under its state contracts, if Commonwealth Care Alliance receives a direct notification from MassHealth or the Connector to suspend or terminate a practitioner, Commonwealth Care Alliance is required to suspend or terminate the practitioner from its network. In such a case, Commonwealth Care Alliance will notify the practitioner in writing, with the reasons therefore, no later than three business days from the date Commonwealth Care Alliance receives such notice. There is no right of appeal from a suspension or termination based on a termination directive from MassHealth or the Connector.

### Credentialing Appeals Process for Practitioners

#### Right of Appeal

If the Credentialing Committee denies your initial credentialing application, approves your network participation with conditions, or terminates your network participation, and such action constitutes a "disciplinary action" as defined in the Commonwealth Care Alliance Credentialing Policies, you are entitled to appeal the disciplinary action. A disciplinary action is an adverse action taken by the Commonwealth Care Alliance Credentialing Committee, up to and including termination from Commonwealth Care Alliance, on the basis of a Committee determination that the practitioner does not meet Commonwealth Care Alliance credentialing criteria related to the competence or professional conduct of the practitioner (i.e., quality of care or service.) Examples include, but are not limited to, a denial or termination due to the volume or nature of malpractice suits against the practitioner, or the quality or quantity of adverse clinical events generated during a practitioner's affiliation with Commonwealth Care Alliance.

Practitioners have no right of appeal from an action that is:

- An "adverse administrative action"—an adverse action taken by the Credentialing Committee against a practitioner, up to and including termination from Commonwealth Care Alliance, that is not related to the Committee's assessment of the practitioner's competence or professional conduct. Examples include, but are not limited to, a denial or termination due to failure to meet Commonwealth Care Alliance board certification requirements, failure to maintain adequate professional liability coverage, or failure to meet other contractually-specified obligations; or
- A Commonwealth Care Alliance termination based on a directive from MassHealth or the Connector to terminate or suspend a practitioner who is contracted with the plan for MassHealth or Commonwealth Care

#### Notice

If the Credentialing Committee takes a disciplinary action, the practitioner will be notified in writing (by signature-requested delivery) within 30 calendar days following the date of the action. The notice will contain a summary of the reasons for the disciplinary action and a detailed description of the appeal process.

#### Practitioner Request for Appeal

You may request an appeal in writing by sending a letter to the Commonwealth Care Alliance Credentialing Committee chairperson postmarked no more than 30 calendar days following your receipt of Commonwealth Care Alliance's notice of disciplinary action. Commonwealth Care Alliance will not accept provider appeals after the 30-CCA | Provider Manual | <http://www.commonwealthcarealliance.org>  
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calendar day period. You have a right to be represented in an appeal by another person of your choice (including an attorney). Your appeal should include any supporting documentation you wish to submit.

When we receive a timely appeal, we will send you an acknowledgment letter. The Credentialing Committee Chairperson will arrange for your case to be sent back to the Credentialing Committee for reconsideration.

If no appeal request is received by the filing deadline, the Credentialing Committee's action is final.

### **Credentialing Committee Reconsideration**

Upon timely receipt of an appeal request, the Credentialing Committee will review the appeal and reconsider its original decision. Upon reconsideration, if the Committee overturns its original decision, you will be notified in writing. If the Committee upholds its original decision, or modifies it such that another type or level of disciplinary action is taken, you will be notified in writing that an appeals panel will be assembled to review the appeal, the date and time of the appeal panel hearing, whether you are invited to attend the hearing, and other administrative details.

### **Appeals Panel Hearing and Notice**

The appeals panel is a medical peer-review committee that is appointed by Commonwealth Care Alliance to hear the appeal. The hearing will occur no earlier than 30 calendar days and no later than 90 calendar days following Commonwealth Care Alliance's receipt of your appeal request, unless otherwise determined by Commonwealth Care Alliance. The hearing shall consist, at a minimum, of the panel's review of the written submissions by Commonwealth Care Alliance and the practitioner, but may, at the sole discretion of Commonwealth Care Alliance, allow for presentation of live testimony by Commonwealth Care Alliance and/or the practitioner. The panel is empowered to uphold, modify, or overturn the Credentialing Committee's decision. The appeals panel's decision is final.

You will be notified of the decision of the appeals panel, and the reasons therefore, no later than 45 calendar days from the date of the hearing.

### **Re-Application Following Denial or Termination**

In the event initial credentialing is denied, or if a practitioner is terminated from the network, Commonwealth Care Alliance will not reconsider his/her reapplication for credentialing for 2 years following the effective date of denial or termination, unless the Credentialing Committee, at its sole discretion, deems a shorter period to be appropriate.

### **Role of the Credentialed Primary Care Provider (PCP)**

A PCP is responsible for supervising, coordinating, and providing initial and basic care of members who have selected that provider for general healthcare services. The PCP also initiates referrals for specialty care and assessments needed by a member and maintains overall continuity of a member's care. Examples of specialty care services may include medical, behavioral and long-term support services. The referral process may include PCPs utilizing the CCA directory of contracted providers wherever possible and a review of the covered services and prior authorization requirements, found in Section 4 of this Provider Manual. The PCP provides 24-hour, 7 days-a-week coverage for members. A PCP is a provider selected by the member, or assigned by Commonwealth Care Alliance, to provide and coordinate the member's care.

PCPs are physicians practicing in one of the following specialties: family medicine; internal medicine, geriatrics, general practice, adolescent and family medicine, pediatric medicine, and obstetrics/gynecology (for female members only). Nurse practitioners (NP) may also function as the PCP, if they are trained in internal medicine, pediatrics, family medicine, or women's health.

## SECTION 14: PROVIDER CREDENTIALING

**Specialists as Primary Care Provider (PCP):** When designated as a PCP, a specialist assumes all administrative and clinical responsibilities of a PCP, including responsibility for making necessary referrals to other specialists and addressing the preventive and routine care needs of the assigned member. A PCP who believes that one of his/her plan members should receive primary care from a specialist should contact our Care Management department.

### Role of the Credentialed Specialist

Credentialed specialists are physicians who are board-certified in a specific specialty recognized by the American Board of Medical Specialties. In addition to specialty physicians, contracted providers may be credentialed in the disciplines of podiatry, chiropractic, audiology, or other specialties where an accrediting body has established criteria for education and continuing medical education. We must credential all covering providers.

### Organizational Providers

We assess the quality of all organizational providers prior to contracting. We will confirm that the provider is in good standing with all state and federal regulatory bodies, has been reviewed and approved by an accrediting body, or if not accredited, we will compare the facility's most recent Department of Public Health survey against Commonwealth Care Alliance standards. We will conduct an onsite assessment if the facility is not accredited and has not had a recent Department of Public Health survey.

The facilities credentialed include, but are not limited to the following provider types:

- Acute care hospitals
- Adult day health
- Adult foster care
- Ambulatory surgery centers
- Assisted living facilities
- Addiction disorder facilities
- Certified home health agencies
- Community-based organizations
- Community health centers
- Community mental health centers
- Durable medical equipment suppliers
- Freestanding diagnostic radiology centers
- Freestanding outpatient dialysis centers
- Freestanding laboratories
- Hospices
- Inpatient psychiatric facilities
- Intermediate care facilities for the mentally disabled
- Long-term acute care hospitals (LTAC)
- Long-term service and support providers
- Nursing facilities (NF)
- Outpatient behavioral health clinics
- Rehabilitation hospitals
- Residential treatment centers for psychiatric and addiction disorders
- Skilled nursing facilities (SNF)

## SECTION 14: PROVIDER CREDENTIALING

The initial network application process for organizational providers includes the submission of the following, at a minimum:

- An application
- A state license
- Medicare and Medicaid certification
- Professional liability insurance
- A copy of accreditation status

We may request other documentation, based on provider type. For those facilities not accredited by one of the accreditation agencies listed below or not recently visited by the Department of Public Health, a Commonwealth Care Alliance site visit to that facility is required.

- AAAASF: American Association for the Accreditation of Ambulatory Surgery Facilities
- AAAHC: Accreditation Association for Ambulatory Health Care
- AASM: American Academy of Sleep Medicine
- ACDD Accreditation Council for Development Disabilities
- ACHC: Accreditation Commission for Health Care
- ACR: American College of Radiology
- CAP: College of American Pathologist
- CARF: Commission on Accreditation of Rehabilitation Facilities
- CCAC: Continuing Care Accreditation Commission
- CHAP: Community Health Accreditation Program
- CLIA Clinical Laboratory Improvement Amendment
- COA: Counsel on Accreditation
- COLA Clinical Laboratory Accreditation (a deemed accrediting authority for CLIA)
- DNV: Det Norske Veritas Healthcare, Inc.
- HFAP: Healthcare Facilities Accreditation Program
- HQAA: Healthcare Quality Association Program
- IAC: Intersocial Accreditation Commission
- NCQA: National Committee for Quality Assurance
- TJC: The Joint Commission
- TCT: The Compliance Team Inc., of Exemplary Providers

### **Recredentialing of Organizational Providers**

All contracted organizational providers are recredentialed every three years, or more often, as determined necessary or as requested by the Credentialing Committee.

### **Quality of Care Issues**

Organizational providers may be required to have a site visit in the event that a serious quality of care issue has been identified, the provider has been sanctioned, the provider's accreditation has been withdrawn, or a pattern of quality of care problems has been identified by Commonwealth Care Alliance. Organizational providers are required to notify us within 10 business days of any actions by a state agency that might affect their credentialing status with us, including, but not limited to, a change in license status, change in ability to perform specific procedures, or a freeze in admissions, type, or number of patients the provider is allowed to admit.

### **Credentialing Contact Information**

Credentialing Department  
Commonwealth Care Alliance  
2 Avenue de Lafayette  
Boston, MA 02111  
[Credentialing@commonwealthcare.org](mailto:Credentialing@commonwealthcare.org)

## SECTION 15: MARKETING GUIDELINES

Providers may market Commonwealth Care Alliance to prospective members; however, they must follow current Medicaid and Medicare Marketing guidelines.

### Provider-Based Activities

To the extent that a provider can assist a beneficiary in an objective assessment of his/her needs and potential options to meet those needs, they may do so. Contracted providers may engage in discussions with beneficiaries should a beneficiary seek advice. However, Commonwealth Care Alliance must ensure that contracted providers are aware of their responsibility to remain neutral when assisting with enrollment decisions and do not:

- Offer scope-of-appointment forms
- Accept Medicare enrollment applications
- Make phone calls or direct, urge, or attempt to persuade beneficiaries to enroll in a specific plan based on financial or any other interests of the provider
- Mail marketing materials on behalf of Commonwealth Care Alliance
- Offer anything of value to induce plan enrollees to select them as their provider
- Offer incentives to persuade beneficiaries to enroll in a particular plan or organization
- Conduct health screening as a marketing activity
- Accept compensation directly or indirectly from the plan for enrollment activities
- Distribute materials/applications in an exam room

Contracted providers may:

- Provide the names of Plans/Part D sponsors with which they contract and/or participate
- Provide information and assistance in applying for the low-income subsidy (LIS)
- Make available and/or distribute plan marketing materials in common areas
- Refer their patients to other sources of information, such as SHIPs, Commonwealth Care Alliance marketing representatives, their state Medicaid office, local Social Security Office, the CMS website [www.medicare.gov/](http://www.medicare.gov/), or 1-800-MEDICARE
- Share information with patients from the CMS website, including the “Medicare and You” Handbook or “Medicare Plan Finder” at [www.medicare.gov/plan-compare](http://www.medicare.gov/plan-compare), or other documents that were written by or previously approved by CMS
- Share information with patients from MassHealth Senior Care Options website [www.mass.gov/senior-care-options-sco](http://www.mass.gov/senior-care-options-sco)
- Share information with patients from MassHealth’s One Care website [www.mass.gov/one-care](http://www.mass.gov/one-care)

## SECTION 15: MARKETING GUIDELINES

### Provider Affiliation Information

Plans/Part D sponsors may allow contracted providers to announce new or continuing affiliations.

Continuing affiliation announcements may be made through direct mail, email, phone, or advertisement. The announcement must clearly state that the provider may also contract with other Plans/Part D sponsors.

New provider affiliation announcements may be made once within the first 30 days of a new contract agreement. In the announcement, Plans/Part D sponsors may allow contracted providers to name only one (1) Plan/Part D sponsor. This may be done through direct mail, email, or telephone. Neither the Plan/Part D sponsor nor the contracted provider is required to notify beneficiaries that the provider may contract with other Plans/Part D sponsors in new affiliation announcements. Any affiliation communication materials that describe plans in any way, (e.g., benefits, formularies), must be approved by MassHealth and CMS. Commonwealth Care Alliance is responsible to work with the contracted provider to ensure approval is granted from both MassHealth and CMS.

For more detail, please see the current [Medicare Marketing Guidelines](#) and [Marketing Guidance for Massachusetts Medicare-Medicaid Plans](#). Marketing guidelines are updated minimally once per year.

## SECTION 16: COMPLIANCE AND FRAUD, WASTE & ABUSE PROGRAMS

### The Commonwealth Care Alliance Compliance Program

Commonwealth Care Alliance, Inc. (CCA), is committed to conducting its business operations in compliance with ethical standards, internal policies and procedures, contractual obligations, and all applicable federal and state statutes, regulations and rules, including but not limited to those pertaining to the Centers for Medicare and Medicaid Services (CMS) Part C and D programs; the Massachusetts Executive Office of Health and Human Services (EOHHS), (MassHealth) and the Office of Inspector General (OIG). This Compliance Program applies to all CCA lines of business. The CCA compliance commitment includes its internal business operations, as well as its oversight and monitoring responsibilities related to its first-tier, downstream and related entities (FDR).

CCA has formalized its compliance activities through a comprehensive Compliance Program. The Compliance Program incorporates the fundamental elements of an effective compliance program identified by CFR 422.503(b) (4) (vi) and CFR 423.504(b) (4) (vi) and the OIG federal sentencing guidelines.

The CCA Compliance Program contains the following core elements, including measures to prevent, detect, and correct fraud, waste, and abuse (FWA):

- Code of conduct and written policies and procedures
- Compliance officer, compliance committee and appropriate oversight
- Compliance training and education program
- Effective lines of communication and reporting
- Well-publicized disciplinary standards and enforcement
- Effective system for routine monitoring, auditing, and identification of compliance risks
- Procedures for prompt response to compliance issues and remediation
- First-tier, downstream and related entity compliance oversight

The CCA Compliance Program is developed to:

- Promote compliance with all applicable federal and state laws and contractual obligations;
- Prevent, detect, investigate, mitigate, and appropriately report suspected incidents of program non-compliance;
- Prevent, detect, investigate, mitigate, and appropriately report suspected incidents of fraud, waste and abuse; and
- Promote and enforce the CCA [Code of Conduct](#)

## The Commonwealth Care Alliance Fraud, Waste & Abuse Program

CCA is committed to preventing, identifying, investigating, correcting, and appropriately reporting suspected cases of fraud, waste, and abuse. CCA looks to its providers to assist in this effort.

The mission of the CCA FWA Program is to assist in protecting the integrity of CCA, and federal and state programs, by working to prevent, identify, investigate, correct, and report suspected incidents of fraud, waste, and abuse. This FWA Program is an integral part of the CCA Compliance Program. CCA must work collaboratively to combat fraud, waste, and abuse. Anyone conducting business with CCA is expected to report any suspected cases of fraud, waste, or abuse to CCA through one of the following reporting mechanisms, without fear of retaliation or retribution for reports made in good faith:

- Contact the CCA chief compliance officer

James Moran - [jmoran@commonwealthcare.org](mailto:jmoran@commonwealthcare.org)

617-426-0600 x6991

- Report to the CCA Compliance Hotline: 866-457-4953 (may be done anonymously)
- Fill out a [Compliance Incident Report](#)
- Email [FWA\\_Team@commonwealthcare.org](mailto:FWA_Team@commonwealthcare.org) or [CCA\\_Compliance@commonwealthcare.org](mailto:CCA_Compliance@commonwealthcare.org)
- Mail directly to:

Commonwealth Care Alliance

Attn: Fraud, Waste and Abuse Department

30 Winter Street, 11<sup>th</sup> Floor

Boston, MA 02108

### Definitions of Fraud, Waste, and Abuse:

1. **Fraud** is defined as knowingly, intentionally, and willfully executing, or attempting to execute, a scheme or artifice to defraud any health care benefit program; or to obtain, by means of false or fraudulent pretenses, representations, or promises, any money or property owned by or under the custody or control of any health care benefit program. Examples of fraud include, but are not limited to: a provider billing for services or supplies that were not provided; or a member knowingly sharing their CCA ID card with a non-CCA member in order to obtain services.
2. **Waste** is defined as the overutilization of services, or other practices that directly or indirectly result in unnecessary costs. Waste is generally not considered to be caused by criminally negligent actions but rather the misuse of resources. Examples of waste include, but are not limited to: a mail-order pharmacy sending medications to members without first confirming the member still needs them; or a physician ordering excessive diagnostic tests.
3. **Abuse** involves payment for items or services when there is no legal entitlement to that payment even when the provider has not knowingly and/or intentionally misrepresented facts to obtain payment. Examples of abuse include, but are not limited to, a medical professional providing treatment to a patient that is inconsistent with the diagnosis; or misusing codes and modifiers on a claim such as upcoding or unbundling codes.



## SECTION 16: COMPLIANCE AND FRAUD, WASTE & ABUSE PROGRAMS

The CCA FWA Program, as well as specific policies and procedures, are designed to prevent, detect, investigate, mitigate, and appropriately report suspected cases of fraud, waste, and/or abuse. CCA is subject to several laws and regulations pertaining to FWA, including, but not limited to, the federal Anti-Kickback Statute, the federal False Claims Act, the Massachusetts False Claims Law, and federal and state whistleblower protections.

The [Anti-Kickback Statute](#) prohibits the exchange, or offer to exchange, anything of value in an effort to induce (or reward) the referral of federal health care program business. It is an intent-based statute requiring that the party “knowingly and willingly” engaged in the prohibited conduct.

[The Federal False Claims Act](#) imposes civil liability on any person who knowingly submits, or causes the submission of a false or fraudulent claim to the federal government. Using the [Massachusetts False Claims law](#), the False Claims Division conducts civil investigations and prosecutions against companies and individuals who mislead or defraud state or municipal entities through the use of false or fraudulent claims, records, or statements.

A whistleblower is a person who exposes any kind of information or activity that is deemed illegal, unethical, or not correct within an organization that is either private or public. Whistleblower protections protect reporters against retaliation and grant federal and state protection. [https://www.whistleblowers.gov/know\\_your\\_rights](https://www.whistleblowers.gov/know_your_rights)

[Click here](#) to access CCA compliance and FWA resources information on the CCA website.

## Regulations

In accordance with 42 C.F.R. §§ 422.504(i)(4)(v), all business conducted by CCA and its contracted entities must be in compliance with applicable federal and state requirements, laws, and regulations; applicable local laws and ordinances; and the ethical standards/practices of the industry.

## General Compliance and Fraud, Waste & Abuse Training

All providers contracted with CCA are required to complete general compliance and FWA training on an annual basis. If a provider is enrolled in the Medicare Part A or B program, these training and education requirements are determined to have been satisfied. The Centers for Medicare and Medicaid Services (CMS) has developed a "[Medicare Parts C and D General Compliance Training](#)" program and a "[Medicare Parts C and D Fraud Waste and Abuse Training](#)." There is a "certificate of completion" at the end of the training and we encourage all providers and their employees to retain a copy of the certificate in their records. CCA reserves the right to request verification and/or conduct audits of our providers to verify adherence to this training requirement.

## How to Report any Suspected Compliance Concerns:

If you suspect any compliance concern, including suspected incidents of FWA related to CCA member or program, please report it in one of the following methods:

- Call the CCA compliance officer at 617-426-0600 x6991
- Call the CCA Compliance Hotline at 800-826-6762. The Compliance Hotline is a confidential and anonymous avenue for reporting a compliance concern such as a suspected fraud, waste, or abuse case.
- Submit a [Compliance Incident Report](#)
- Email [CCA\\_Compliance@commonwealthcare.org](mailto:CCA_Compliance@commonwealthcare.org). Please note that this is not an anonymous method

## Policies and Procedures

The CCA Compliance and FWA Policy is available to providers upon request by contacting the company's Compliance Officer at 617-426-0600 x1300. Relevant topics include:

- Compliance Training and Education
- Fraud, Waste, and Abuse
- Reporting, Investigating and Externally Reporting a Compliance Concern
- Compliance Monitoring
- Compliance Auditing
- Whistleblower Protections, False Claims Act, and Deficit Reduction Act
- Anti-Kickback Statute and Stark Law

## SECTION 17: PROVIDER TRAINING

Training and shared learning among our contracted providers is a key element of our strategy for communicating best practices and assuring the quality and integration of services delivered to Commonwealth Care Alliance members.

### Provider Training Requirements

All contracted providers, and their downstream and related entities, must comply with federal and state requirements for fraud, waste, and abuse training and annual compliance training of all employees. Instructions for performing these trainings and Commonwealth Care Alliance oversight can be found on our website [here](#).

### Primary Care Providers

In addition to the training above, Commonwealth Care Alliance providers contracted as primary care providers, and their downstream and related entities, must comply with state requirements for training, which include trainings for compliance, cultural competency, and model of care.

Commonwealth Care Alliance reserves the right to request verification that all primary care site providers and their downstream and related entities have completed required trainings. Failure to demonstrate compliance with training requirements may result in Commonwealth Care Alliance terminating its contract with the primary care site.

### Behavioral Health Facility Human Rights

All contracted behavioral health facilities that offer inpatient care are required to have human rights protocols in place. These protocols must be consistent with the Department of Mental Health (DMH) protocols and periodically reviewed. The protocols include, but are not limited to, staff training and education. In addition to training, the facility should also have, if not designate, a human rights officer and a human rights oversight committee and be able to provide written documentation to members regarding these rights.

All licensed clinicians must obtain CEUs to maintain their license. It is the provider's responsibility to ensure that staff have valid licensure and documented on an annual basis. CCA has the right to request documentation to audit the validity of all licenses to ensure they are current and valid.

## One Care–Specific Training for Providers

### One Care Providers on Care Teams

Commonwealth Care Alliance provides training to all contracted providers serving on a One Care interdisciplinary care team (ICT). The required training focuses on topics designed to help improve health care quality through person-centered coordinated care.

Additionally, the three Massachusetts One Care plans have worked with MassHealth and its contactor, UMass, to develop a single coordinated training program to address the numerous federal and state training requirements. The required training topics include:

#### Part One:

Part one is a five-module training series developed by key stakeholders to focus on topics designed to provide foundational information on the One Care program and to help improve health care quality through person-centered, coordinated care. Topics include:

- Introduction to the Duals Demonstration
- Contemporary models of disability (Independent Living, the Recovery Model, Self-Determination)
- Cultural competence
- Americans with Disabilities Act (ADA) compliance
- Enrollee rights

To accommodate different learning styles, these trainings are offered via live and recorded webinars, self-paced online modules, and regional seminars. To learn more about all the training options available to you and to learn how to enroll for your preferred option, go to <https://onecarelearning.ehs.state.ma.us/>. UMass and the One Care plans will coordinate the tracking of your participation in part one of the training requirements.

To receive credit for attending the training, you will need to follow a link provided at the end of the module to attest to completion of the training. You only need to complete these five required modules once. To help ease your administrative burden and time commitment as a network provider, the three One Care plans have worked with the University of Massachusetts Medical School and MassHealth to develop this single training program that coordinates the numerous federal and state training requirements for this program. Once you have completed this section of the training, you will receive a certificate of completion for your records.

#### Part Two: Training for Our Health Home and Behavioral Health Home Partners

Part two of the required training is more specific to your day-to-day work as a network provider with the Commonwealth Care Alliance One Care plan. This training includes topics in the plan-specific model for the One Care program. The requirement to complete these modules may vary depending on your role and your organization's role with Commonwealth Care Alliance:

- Commonwealth Care Alliance model of care, benefits, and authorizations, LTS coordination, and care transitions
- Wellness
- MDS, assessment, and care planning

For your benefit, Commonwealth Care Alliance has also developed additional optional trainings, including:

1. Care planning and care teams
2. Overview of behavioral health topics
3. Overview of motivational interviewing

## SECTION 18: FORMS

### Forms

[Appointment of Representative \(Form CMS-1696\)\\*](#)

[EDI Transactions Questionnaire](#)

[Notice of Privacy Practices](#)

[Prior Authorization Standardized Request Form](#)

[Prior Authorization Form – Cardiac Imaging](#)

[Prior Authorization Form – CT/CTA/MRI/MRA](#)

[Prior Authorization Form – PET – PET CT](#)

[Prior Authorization Form – Massachusetts Medication Requests](#)

[Prior Authorization Form – Repetitive Transcranial Magnetic Stimulation Request](#)

[Prior Authorization Form – Psychological and Neuropsychological Assessment](#)

[Provider Referral Form: SCO](#)

[Provider Referral Form: One Care](#)

[The Patient Health Questionnaire 2 Overview \(PHQ 2\)](#)

[The Patient Health Questionnaire \(PHQ 9\)](#)

[Mental Status Exam](#)

[CAGE Questionnaire](#)

### Form Instructions

[Claims Requirements 1500 Professional Form \(pdf\)](#)

[Claims Requirements UB Institutional Form \(pdf\)](#)