

**MN MOU Work Plan (Draft)**

**Work Plan Terms Defined:**

- Deliverable:** Is a verifiable task or product that is required to be produced in order to complete a process, phase or project within a defined period of time.
- Owner:** The owner is responsible for overall completion of an assigned deliverable and has full understanding of the scope, quality criteria and budget for the deliverable. The owner verifies that the deliverable has been completed per specifications.
- Lead:** The lead staff performs the work needed to complete the deliverable, reports progress to the assigned Owner, and may also be considered a subject matter expert or SME for the assigned deliverable. The Lead may collaborate with the Owner or assigned supports as needed.
- Supports:** The supports are those staff or subject matter experts (SMEs) that are available either internally or externally to the organization that have knowledge or expertise needed to assist the Lead in completing the work for a particular deliverable.
- Start Date:** The start date is the date when the Owner and Lead plan to begin the work that is required to complete the assigned deliverable.
- Due Date:** The due date is the scheduled date the work is to be completed for each respective deliverable. Once the work is completed an actual completion date will be noted in place of the estimated due date. For specific meetings that need to be conducted, the scheduled date is noted in this area, if the meeting date changes it is updated to reflect the actual date the meeting was held if different.
- Status:**  
The status reflects the progress or current status of a deliverable. For example, a deliverable can be noted as: **Not started**- means no work has begun; **In process**-means work has started on a deliverable; **Completed**- meaning the deliverable has met specifications and is approved by the owner; **Deferred**- means the deliverable is not a priority or is no longer active but could resume at a later date. **On-going**- means the deliverable has already been initiated and is anticipated to continue through the life of the demo with no set end date. **Scheduled**- means a meeting has been scheduled and the actual date will be noted should it change from the original date.
- Notes:** The notes section is an area used by team members to document and describe the work to be completed for that particular deliverable.

**MOU Work Plan Sections Defined:**

<b>Section 1.0</b> Develop Final Implementation Plan	Intent: These deliverables will result in a work plan that is reviewed by stakeholders and submitted to CMS for review and approval.
<b>Section 2.0</b> Administer Alignment, Plan Oversight and Monitoring	Intent: These deliverables will result in the development of teams that guide the overall administrative goals of the MOU including oversight and monitoring.
<b>Section 3.0</b> Member Materials	Intent: These deliverables will result in the development of simpler, integrated materials, forms and notices and a process for State/CMS review of MCO submitted materials through HPMS
<b>Section 4.0</b> CMS and DHS Network Review	Intent: These deliverables will result in the development of a network review process that will test new standards that utilize prevailing Medicare Advantage methodology but are based on the Medicare-Medicaid population. The State will be involved in the review of MCO submitted networks. CMS will develop the timeframes associated with the network review.
<b>Section 5.0</b> Contract Amendments to Medicare SNP (CMS's contract with MCOs)	Intent: These deliverables will result in changes in the MCO/CMS contract needed as a result of the MOU with the State.
<b>Section 6.0</b> State Seniors Contract/MOU Integration	Intent: These deliverables will result in changes in the MCO/State contract as needed as a result of the MOU with CMS.
<b>Section 7.0</b> Integrated Enrollment Systems	Intent: The state will continue to use an integrated enrollment system. These deliverables will result in a review of the enrollment process to assure the State is able to retain the same accretion and deletion dates for Medicare and Medicaid. (See Appendix D regarding accretion and deletion dates)
<b>Section 8.0</b> Integrated Medicare /Medicaid Quality Measurement Development	Intent: These deliverables will result in the development of integrated quality strategies for Stars, PIP/QIP, HEDIS, and CAHPS.

<b>Section 9.0</b>	Intent:
Integrated Medicare /Medicaid Quality Oversight Implementation	The state will test adjustments made to quality reporting requirements and will provide updates and present findings to CMS and quality measurement organizations.
<b>Section 10.0</b>	Intent
Model of Care	These deliverables will result in changes in the Model of Care to reflect Medicaid and Medicare integration and include a state review of the MOCs submitted by the MCOs.
<b>Section 11.0</b>	Intent:
Integrated Appeals, Grievances and Consumer Protection	These deliverables will result in assuring an integrated appeals and grievance process and the development of materials and notices to reflect this integrated process.
<b>Section 12.0</b>	Intent:
Dual Database Analysis and Management	These deliverables will result in the development of an internal database with integrated Medicare and Medicaid data
<b>Section 13.0</b>	Intent:
Integrated Payment and Delivery Reform - ICSP Implementation	These deliverables will result in the review of current MCO ICSP projects and the process of expanding ICSP projects for 2015. The goals of the ICSPs are to improve coordination between Medicare and Medicaid services and to help beneficiaries remain in their home of choice of community setting and improve health care outcomes in all settings.
<b>Section 14.0</b>	Intent:
Claims Integration	CMS to determine
<b>Section 15.0</b>	
Benefits	CMS to determine
<b>Section 16.0</b>	
CMS Evaluation	These deliverables support the evaluation requirements outlined in the Dual Demonstration MOU, including quarterly reports, submitting needed data to the evaluators, and hosting on-site meetings for the Dual Demonstration evaluation team.

**Non-MOU Work Plan  
Sections Defined (Dual  
Demonstration grant)**

<b>Section 1.0</b>	Intent:
Develop Final Implementation Plan for Dual Demonstration grant	These deliverables maintain grant funding for the Dual Demonstration
<b>Section 2.0</b>	Intent:
Internal DHS Network Review	These deliverables will supplement the network review through the Dual Demonstration by creating a hot spotting analysis using GIS
<b>Section 3.0</b>	Intent:
Outreach, training, and education	These deliverables will work to improve access to information and assistance to enroll in MSHO, as well as insure information about the Dual Demo is available to stakeholders
<b>Section 4.0</b>	Intent:

Grant management reporting  
(financial and progress)

This section outlines the schedule of reports due to maintain the Dual Demonstration grant

#### Descriptors Used

- 1 **Items in Red are newly updated since the last submission to CMS.** Items in black have not been updated since the last submission to CMS.
- 2 Start and Due dates are expressed in two forms. The first is (month/year), which is a more general start or due date within the specified month and year. The second form is (month/day/year), which means there is a specific start or due date.
- 3 **TBD** (To be determined) in a start or due date means that the the date that it will start or should be completed has not yet been determined.
- 4 **Ongoing** in the due date column means that the project will continue without a due date in the foreseeable future
- 5 **Continuous** in the status column indicates that the project isn't well suited for a hard deadline, that it should continue into the foreseeable future
- 6 **In process** in the status column indicates that the project will have a deadline and the project is currently making progress toward that deadline
- 7 **Not Started** in the status column indicates that the project has not yet been started
- 8 **Pending** in the status column indicates that the project is on hold due to outside forces preventing project progress

Minnesota MOU Work Plan

Revised: 10/16/2015

#	Deliverable	Owner	Lead	Supports	Start Date	Due Date	Status	Notes
<b>1.0 Develop Final Implementation Plan</b>								
1.1	Conduct CMS Working Sessions to Update MOU Work Plan	Sue	Sue	Lauren	9/13	Ongoing	Continuous	Can occur during Tuesday morning calls
1.2	Finalize MOU Work Plan	Sue	Sue	Lauren	9/13	Ongoing	Continuous	Updates were made for semi-annual progress report in April 2015 and last update is as of September 2015
1.3	Review MOU workplan and receive input on deliverables at Stakeholder meetings that occur 3-4 times a year	Sue	Sue	Lauren	4/24/2014	Ongoing	Continuous	<a href="#">Last stakeholder meeting was on 5/5/2015. Will post this version of workplan for stakeholders to provide comment. Will announce posted work plan using the dual demo news list serve - Public Meeting Info is linked if you click</a>
1.4	Submit MOU Work Plan to CMS for review and discussion	Sue	Sue	Lauren	9/13	Ongoing	Continuous	Provided workplan for semi-annual progress report in May 2015 and submitted to CMS for review on 10/1/15
1.5	Submit MOU Work Plan as part of Non-Competing Continuation Application	Sue	Sue	Lauren	7/7/2014	7/23/2014	Completed	
1.6	Collect materials and support documents in order to append to workplan for CMS reference	Sue	Lauren		6/14/2014	2/15	In process	Additional appendices of workplan will be added to workplan as time progresses
<b>2.0 Administrative Alignment, Plan Oversight and Monitoring</b>								
2.1	Designate representatives to serve on a CMS-State Contract Management Team	Sue				1/14	Completed	Minnesota's CMT operates by meeting weekly (and has transitioned to bi-weekly meetings) and bringing in subject matter experts in as necessary.
2.2	Conduct CMS-State Contract Management Team meetings	Sue	Team		9/13	Ongoing	Continuous	Weekly call scheduled for Tuesday mornings.
2.3	Communications Plan with the MCOs	Sue			9/13	Ongoing	Continuous	As needed (over the phone or in person) and/or with monthly SNP meetings (in person).
2.4	Demonstration MOU Implementation Team	Sue	Lauren/ Brooke/ Pam/ Team		9/13	Ongoing	Continuous	Team meeting as needed.
<b>3.0 Member Materials</b>								
List of Materials in Appendix B								
<b>State Review through HPMS</b>								
3.1	Determine the materials review process with CMS for 2014	Sue	Gina		3/14	4/14	Completed	Determined HPMS could not be used in 2014
3.2	Determine the Materials review process for 2015	Sue	Gina		1/15	2/15	Completed	Determined HPMS could be used in 2015 for 2016 materials
3.3	Identify staff to take training on HPMS	Sue			3/15	4/15	Completed	
3.4	Receive HPMS Access guidance from CMS	Sue	Gina		3/15	4/15	Completed	
3.5	Submit application and receive HPMS access for additional staff	Sue	Gina		4/15	4/15	Completed	
3.6	Confirm access to HPMS from CMS	Sue	Gina		5/15	5/15	Completed	
<b>2015 Materials Development</b>								
3.7	Determine the materials review process with CMS	Sue	Gina		3/14	4/14	Completed	workgroup meeting and workplan developed
3.8.0	Conduct initial meeting of MSHO Materials Workgroup to review charter	Sue	Gina		3/14	5/13/14	Completed	
3.9.0	Schedule and hold bi-weekly meetings of the MSHO Materials Workgroup (in 2014)	Sue	Gina		5/14	8/14	Completed	See Appendix F for challenges, successes, lessons learned during materials review process
3.10	Review MMP Materials to determine if appropriate for MN use	Sue	Gina		5/14	8/14	Completed	The documents we will be using, which are MMP templates- member handbook, summary of benefits, combined provider and pharmacy directory, ANOC, enrollment form
3.11	Review CMS and State anti-discrimination language for disconnects	Sue	Gina		7/14	8/14	Completed	any disconnects were resolved through the materials review process with CMS
3.12	Determine with CMS the timeline for 2017 materials under the assumption the MOU will be extended	Sue	Gina		9/15	12/15	In Process	
<b>2016 Materials Development</b>								
3.13	Receive draft marketing material guidelines from CMS and provide initial comments	Sue	Gina		5/15	5/15	completed	draft was never finalized, as work transitioned to develop materials to meet deadlines
3.14	Schedule and hold weekly meetings of the MSHO Materials Workgroup	Sue	Jorie		5/15	8/15	Completed	

3.15	Create timeline for development and review of models	Sue	Gina		5/15	7/15	Completed	Will access and use for development for timeline for next year
3.16	Finalize marketing materials guidelines and submit to CMS	Sue	Gina		1/15	8/15	Completed	DHS finished this in August 2015.
3.17	Receive 2016 MMP models from CMS, update 2015 MSHO models for 2015	Sue	Gina		5/15	8/15	Completed	
3.18	Wrap up meeting with MCOs to discuss process and to plan for 2017 marketing materials	Sue	Gina		9/15	11/15		
<b>4.0 CMS and DHS Network Review</b>								
4.1	received an overview of network review process	Gretchen	Sue		10/14	10/14	completed	CMS shared on a call and then shared with health plans in February 2015
4.2	MCOs receive guidance via phone call regarding network review process	Gretchen	Sue		2/15	2/15	completed	
4.3	MCOs test process	Gretchen	Sue		2/15	8/15	Completed	last test opportunity 8/15
4.4	Develop process with CMS for state involvement in Network Reviews,	Gretchen	Sue		2/15	9/15	Completed	
4.5	MCOs submit networks using new process	Gretchen	Sue		9/15	9/15	Completed	
4.6	Review network acceptions submitted by the MCOs with CMS	Gretchen	Sue		10/15	10/15	Not started	
<b>5.0 Contract Amendments to Medicare SNP (CMS's contract with MCOs)</b>								
5.1	CMS Contract Changes 2014	Sue	Sue			2/14/14	Completed	Contract Changes in Appendix C
5.2	CMS Contract Changes 2015	Sue	Sue	Lauren/Rachel	6/14	1/15	Completed	MCOs received the amendment to the contract in January and the contract is found in Appendix H
5.3	CMS Contract Changes 2016	Sue	Sue		6/15	1/16	In process	CMS will be issuing, DHS needs to discuss how this works with the extension
<b>6.0 State Seniors Contract/MOU Integration</b>								
<b>2015 State Seniors Contract/MOU Integration</b>								
6.1	Develop, negotiate and execute state contract changes for 2014	Sue				1/1/14	Completed	
6.2	Obtain Actuarial consultation	Deb/Gretchen	Sue		6/14	7/14	completed	
6.3	Develop Actuarial consultation work plan	Deb/Gretchen	Sue		6/14	TBD	On-going	State has provided data to Milliman to do analyses and the analyses are expected to be complete by winter.
6.4	Actuarial review of bids, rebates and benefits for 2015	Sue/Gretchen	Actuaries		6/14	12/31/2014	Completed	State does not get a copy of bids, goes directly to actuaries
6.5	Incorporate Senior Procurement and service area expansion results into 2015 contract	Sue	Gina		9/14	1/1/2015	Completed	
6.6	Develop state contract changes for 2015	Sue			6/14	9/14	Completed	
6.7	Negotiate state contract changes for 2015	Sue			9/14	12/14	Completed	
6.8	Execute state contract changes for 2015	Sue			1/15	12/15	Completed	Appendix G has CMS contract change list
<b>2016 State Seniors Contract/MOU Integration</b>								
6.9	Monitor Compliance with changes	Sue			1/15	12/15	In Process	Communicating with CMS issues as needed, but no specific entity formed to collaborate on this task
6.10	Actuarial review of bids, rebates and benefits for 2016	Sue/Gretchen	Actuaries		6/15	12/31/2015	In process	State does not get a copy of bids, goes directly to actuaries
6.11	Develop state contract changes for 2016	Sue			6/15	9/15	In process	
6.12	Negotiate state contract changes for 2016	Sue			10/15	12/15	Not started	
6.13	Execute state contract changes for 2016	Sue			1/16	12/16	Not started	
<b>7.0 Integrated Enrollment Systems</b>								

7.1	Review systems for initial readiness for alignment	Sue	Chris G		9/13	12/13	Completed	
7.2	Enrollment, File Submission and Reconciliation (Monthly)	Sue	Chris G	Enroll. Team	9/13		Continuous	TPA enrollment manual is available upon request
7.3	Review system policy for timely reconciliation of data in State and CMS systems	Sue	Chris G		9/13		Continuous	Review if CMS makes changes with submission requirements in the future.
8.0	<b>Integrated Medicare /Medicaid Quality Measurement Development</b>							
	<b>Measurement Development Resources</b>							
8.1	Clinical and Quality Metrics Workgroup consultation	Sue/Deb	Pam	Brooke	8/14	N/A	Continuous	Last meeting August 18, 2015, discussed QIP project ideas, ICSP evaluation RFP, single CAHPS survey update
8.2	Obtain research/analytic resources to assist Data Analyst	Gretchen	Deb/Sue		1/15	5/15	pending	See 9.0 notes
8.3	Develop a Quality Oversight Implementation Team	Sue/Deb	Pam	Brooke	4/14		Completed	Pam, Brooke, Deb, Gretchen, CMS, Sue, and slightly altered depending on quality metric being reviewed
	<b>Develop CMS/State Implementation Plan for Alternative STARS</b>							
8.4	Respond to CMS RFI regarding STARS	Sue/Deb	Pam	Brooke	8/14	TBD	In process	reviewing new CMS analysis of duals STARS measures. Waiting for further direction from CMS regarding potential
8.5	Track quality metrics developments at CMS and NQF and related activities and track related activities in the quality metrics field.	Gretchen/Sue/Deb	Pam		8/14	Continuous	On-going	A continual process to understand impacts on integrated dual SNP programs. Raising issues as needed. CMS NQF and other entities being tracked and looking at SES and STARS for related activities.
8.6	State to present identified measures to CMS for community integration and update CMS as necessary to include specific changes to measurement standards as per Appendix 4, Section V(d)(4)(ii)	Sue/Deb	Pam	Brooke	8/14	3/15	Completed	Shared proposed measures with CMS. CMS may be pursuing on their own, but still discussing with state.
8.7	Develop work plan with NCQA or other CMS recognized "consensus building" organization to test measures	Sue/Deb	Pam	Brooke	8/14	TBD	on - hold	The state has had a hard time determining how best to assist this effort. It will continue to work on efforts to promote more appropriate measures and may come back to this as appropriate
8.8	Work with CMS on comprehensive measurement plan for D-SNP demos	Sue/Deb	Pam	Brooke	5/15	TBD	In Process	Going to be new STARS measures for demos, but waiting for CMS's proposal for STARS system and the State will provide feedback
	<b>Develop CMS/State Implementation plan for HEDIS</b>							

8.9	Alignment between Medicaid and Medicare HEDIS measures	Sue/Deb	Pam		N/A	N/A	On-going	Was completed for 2015, but need to address any steps for 2016
8.10	Propose Changes to HEDIS	Sue/Deb	Pam	Brooke	8/14	TBD	In process	State has determined stratifying is the same as risk adjustments, is the same as dual to dual comparison. State should come up with position on which to use, will utilize clinical workgroup to create position
8.11	Begin Implementation of MDH/DHS HEDIS Integrated SNP reporting elements	Sue/Deb	Pam	Brooke	8/14	N/A	Ongoing	HEDIS already implemented, for 2015
<b>9.0 Integrated Medicare /Medicaid Quality Oversight Implementation</b>								
<b>Develop CMS/State Implementation plan for PIP/QIP</b>								
9.1	DHS accepts CMS QIP as Medicaid PIP	Sue/Deb	Pam		9/13	9/13	Completed	
9.2	Determine when the next CMS PIP/QIP topic is selected, so State can have input (included under the "Administration and Oversight" portion of the Dual Demo MOU)	Sue/Deb	Pam		1/15	TBD	In Process	Health plans have collaboratively identified depression as a QIP topic
9.3	Begin Implementation of Integrated SNP reporting elements	Sue/Deb	Pam	Brooke	8/14	TBD	In process	starts 1/2016, currently under evaluation
<b>Quality Oversight for HOS and HOSM</b>								
9.4	Continue discussions with CMS about HOS vs HOSM	Sue/Deb	Pam	Brooke	2/14	9/15	Ongoing	continue discussion with CMS and health plans. Should survey health plans if they plan to use HOS or HOSM
9.5	Recommend to CMS which languages the HOS should be translated into by CMS	Sue/Deb	Lauren/Brooke		3/14	3/11/14	Completed	CMS originally asked for two languages. Upon consultation with the state
<b>Integration of M and M CAHPS surveys</b>								
9.6	Submit CAHPS survey work plan to CMS				8/14	1/15	Completed	Received input from CMS in December and January.
9.7	Create D-SNP cooperative				2/14	4/15	Completed	received MCO buy-in, compared Medicare CAHPS to Medicaid CAHPS and determined supplemental questions. Submitted questions in April.
9.8	Potential de-duplication of samples	Sue/Deb	Pam		3/15	3/16	In process	CMS approved/will use CMS sampling process
9.9	DUA - waiting for selection of state CAHPS vendors (custodian)	Sue/Deb	Pam		1/15	7/16	In process	CMS approved
9.10	State proposes additional CAHPS questions	Sue/Deb	Pam		1/15	5/15	Completed	Submitted to CMS
9.11	State agrees to accept Medicare survey	Sue/Deb	Pam		1/15	3/16	Completed	
9.12	Begin Implementation of Integrated SNP reporting elements	Sue/Deb	Pam	Brooke	8/14	TBD	Scheduled for 2016	
<b>10.0 Model of Care</b>								
10.1	Negotiate changes with CMS to the MOC to reflect Medicaid and Medicare integration.	Sue			1/14	2/14	Completed	See appended SNP Model of Care Matrix with CMS comments (appendix E)
<b>Model of Care 2014</b>								
10.2	Confirmed model of care template for 2014				2/14	2/14	completed	no changes
10.3	State review of MOC for health plans that had to submit in 2014 and send comments to CMS	Sue	Sue	Jorie	3/14	4/11/14	Completed	all but one plan was required to submit

	<b>Model of Care 2015</b>								
10.4	Confirmed model of care template for 2015	Sue	Sue	Jorie	1/15	2/15	Completed		
10.5	State review of MOC for health plans that had to submit in 2015 and send comments to CMS	Sue	Sue	Jorie	3/15	3/15	Completed	Only one plan needed to submit and they got the three year approval	
11.0	<b>Integrated Appeals, Grievances and Consumer Protection</b>								
11.1	Review Medicare and Medicaid Grievance and Appeals Processes to determine if modifications are needed	Sue	Jorie		9/13	TBD	Ongoing	Initial changes were made prior to Dual Demo starting, will continue to review ongoing	
11.2	Revise Appeals Materials and Rights Notices, if necessary	Sue	Jorie		11/14	TBD	Ongoing	revisions made to state language due to NF level of care changes for 1/15.	
11.3	Review proposed changes with stakeholders	Sue	Jorie		11/14	1/15	Completed	Utilized DHS Level of Care Stakeholder Group for review	
11.4	Implement changes in materials distributed by the MCOs and the State	Sue	Jorie		1/15	1/15	Completed		
11.5	Train and provide updates to Ombudsman and Senior Linkage Line Staff on Demo Changes	Sue	Lauren	Jorie	6/14	As needed	Continuous	Most recently updated about a recent MCO change	
	<b>Complaints and Grievance Data Sharing with CMS</b>								
11.6	Develop plan for sharing complaints and grievance data with CMS	Sue	Lauren	Jorie	8/14	TBD	In Process	Discussed potential course of action with CMS, including monthly discussions, but there aren't many appeals. Further discussion needed to determine data access and how to share relevant data.	
12.0	<b>Dual Database Analysis and Management</b>								
	<b>Data Update Tasks</b>								
12.1	Hire Data Analyst	Pam	Deb/Sue			3/26/14	Completed	Hired Brooke	
12.2	Develop Integ. Medicare-Medicaid Data Mgt. Team	Deb	Brooke	Data Team	9/13	Ongoing	Continuous	Weekly meetings (i.e.-Team then Jen)	
12.3	Update historical (from 2007 to 2012) Medicare data through 2013	Deb	Brooke		4/14	11/14	Completed	Historical Medicare data has been added through 2013; monthly non-final action parts A and B data have been added through part of 2014; and Part D PDE data has been added through part of 2014.	
12.4	Update historical annual Medicare data	Deb	Brooke		1/15	On-going	On-going	We have received annual historic files for 2007-2013. Will continue to update as additional years become available.	
12.5	Update monthly historic Medicare data	Deb	Brooke		9/14	On-going	On-going	We continue to receive this data on monthly basis.	
12.6	Update Part D PDE data	Deb	Brooke		11/14	On-going	On-going	We continue to receive this data on a monthly basis.	
12.7	Receive MDS data from MMCO	Deb	brooke		12/14	On-going	On-going	MN has received the data from the vendor.	



12.8	Create an enhanced COBA feed	Deb	Brooke		1/15	12/1/2015	in process	COBA requirements have been completed. Currently the State is developing a process to receive and translate the COBA claims. Because the
12.9	Update Medicaid data to February 2014	Deb	Brooke	Kris	2/14	2/14	Completed	We will not send updated Medicaid data to JEN Associates because MN is terminating their contract with JEN Associates.
12.10	Established an edit feedback process with JEN regarding the database functionality and transition of data from iMMRS	Deb	Brooke		6/14	6/15	Completed	This process is no longer necessary because MN is terminating their contract with JEN Associates.
12.11	Test accuracy of iMMRS Medicaid and Medicare A,B and D data integration	Deb	Brooke	Data Team	9/13	6/15	Completed	This process is no longer necessary because MN is terminating their contract with JEN Associates.
12.12	Determine iMMRS enhancements (notify Jen as needed)	Deb	Brooke	Data Team	9/13	6/15	Completed	This process is no longer necessary because MN is terminating their contract with JEN Associates.
12.13	Manage JEN contract and communications	Deb	Derrick/Brooke	Data Team	9/13	6/15	Completed	Contract with JEN ended in June 2015
<b>Creating Internal Integrated Data Warehouse</b>								
12.14	determine capacity to bring data in house	Deb	Brooke		10/14	11/14	Completed	Data Management Plan has been approved and MN DHS has received all historic data from JEN Associates on 5/5
12.15	create data management plan	Deb	Brooke		12/14	TBD	Completed	Data Management Plan has been approved.
12.16	Regular communication and collaboration with MMDI Initiative	Deb	Brooke		1/15	On-going	Ongoing	At this point in our data integration project we are meeting with MMDI on an ad hoc basis and communicating via email as needed.
12.17	Create Data Model for Warehouse	Deb	Brooke		3/15	11/1/2015	In process	We are finalizing the production schemas for the data warehouse. We will begin a testing phase in the near future, where analysts will develop procedures for querying the data and creating reports.
12.18	Start receiving data from distributor	Deb	Brooke		4/15	12/1/2015	in process	We are currently receiving all CCW and IDR data from the distributor. We are in the processing of testing the COBA feed with BCRC and should be moving into production in a few months.
12.19	link data	Deb	HRQ	Brooke	5/15	TBD	in process	We have been able to link recipients across the Medicare and Medicaid
12.20	Testing Medicare/Medicaid - Development of SOP for analyzing integrated Medicare and Medicaid data	Deb	HRQ		11/1/2015	TBD	in process	This will begin once the production tables are finalized.
<b>Data for Enhanced Quality and Cost Assessment</b>								
12.21	Develop Data Analyses, Research and Measurement, and Reporting Plan (i.e.- utilization and performance reports and any ad hoc reports)	Deb	Brooke	Brooke/Team	7/14	Ongoing	Continuous	Report templates to be completed by HRQ have been created, and report requests have been fulfilled by HRQ. Updates are scheduled to recur bi-annually. Determining if we will pay Milliman for projected estimates of key expenditures. Created

12.22	Create workplan for hot spotting analysis	Deb	Brooke		8/15	9/30/16	In Process	Have created the workplan in order to establish an IAA with MNGeo to geocode addresses
12.23	Develop standardization rules for data accuracy and reporting of primary and downstream users under DUA #24815	Deb	Brooke	Brooke/ Team	7/14	12/14	Completed	Rules and template for downstream data user reports approved by CMS. Reporting schedule will proceed accordingly.
12.24	Implement data analysis/research measurements and reporting plan	Deb	Brooke	Data Team	7/1/2015	TBD	In process	Data reports are in the process of being automated via SAS web reports studio. This would allow any team member to access the reports 24/7. The reports will be refreshed on a monthly basis to provide timely data. We will begin to explore creating data portals that will allow us to share these reports with the MCOs.
12.25	Develop a Process for sharing Medicare Data for Care Coordination and Outreach	Deb	Brooke		10/1/2015	Ongoing	Continuous	Will begin to explore the process of creating portals that will be accessible to the MCOs.
12.26	Develop Medicare Medicaid Integration Sustainment Plan	Deb	Brooke		12/1/2015	Ongoing	Continuous	Finalizing production tables. Will soon be going into production with the MQP COBA feed. Once all of these process have been implemented we will develop a sustainment process for refreshing the data.
12.27	Determine the data and information needed by the evaluators for the Dual Demo evaluation				1/15/2015	On-going	ongoing	Have been in communication with evaluators as needed to ensure data is available
12.28	Provide input to CMS evaluation contractor on draft data evaluation and review findings for accuracy	Deb	Brooke		4/14/2014	Ongoing	continuous	
<b>13.0 Integrated Payment and Delivery Reform-ICSP Implementation</b>								
13.1	ICSP Proposal Review and Acceptance 2014	Sue/Deb	Jorie/Gina			10/1/13	Completed	
13.2	Review ICSP Implementation reports 2014	Sue/Deb	Jorie/Gina		4/14	5/14	completed	MCOs submitted 3/30/14 and DHS has approved
13.3	Schedule individual meetings or calls with MCOs	Sue/Deb	Jorie/Gina		4/14	7/14	Completed	
13.4	Revise and provide ICSP/HCH "Template" for new 2015 ICSPs	Sue/Deb	Jorie/Gina		5/14	5/14	Completed	
13.5	ICSP Proposals due 2015	Sue/Deb	Jorie/Gina		7/14	7/14	Completed	
13.6	ICSP Proposal review 2015	Sue/Deb	Jorie/Gina		7/14	7/14	completed	
13.7	ICSP Proposal acceptance 2015	Sue/Deb	Jorie/Gina		8/14	8/14	Completed	All accepted
13.8	Review ICSP Implementation reports 2015	Sue/Deb	Jorie/Gina		4/15	5/15	in process	Were received by deadline and State reviewed
13.9	Conduct Stakeholders' Clinical and Quality Metrics Workgroup meetings to obtain feedback	Sue/Deb	Jorie/Gina		8/14	8/15	In Process	Last meeting held in August and received feedback about RFP to contract evaluation of RFPs
13.10	Report on progress of the ICSPs at the Stakeholder Conference	Sue/Deb	Jorie	Lauren	5/15	8/15	Completed	Had two presentations focused on ICSPs and one presentation on similar innovative projects
13.11	Review Performance Metrics Requirements and determine if revisions are necessary	Sue/Deb	Jorie/Gina		1/15	9/15	Completed	
13.12	Utilization and Performance Report design	Sue/Deb	Jorie/Gina		5/14	7/14	Completed	ICSPs used template for 9/14 submissions
13.13	Analyze ICSP/ HCH Performance Measures Outcome Reports	Sue/Deb	Jorie/Gina		1/15	TBD	In process	Outcomes reports are being received as of 9/29/15
13.14	Create RFP for a contractor to evaluate the ICSP initiative	Gretchen	Pam	Lauren	8/1/15	10/31/16	In Process	Have completed the RFP and want to post on October 10th
13.15	Proposals due November 2015 and review to select contractor	Gretchen	Pam	Team	11/1/15	12/30/16	Not started	
13.16	Manage contract with evaluator of ICSPs	Gretchen	Pam	Lauren	1/1/16	11/30/16	Not started	
14.0	Claims Integration							

14.1	CMS will provide clear guidance to claims process auditors that integration of Medicare and Medicaid claims adjudication is allowed.	Sue			TBD	TBD	in process	CMS to provide guidance
<b>15.0</b>	<b>Benefits</b>							
15.1	CMS to work with State to explore options for MCOs to reduce Part D co-pays for all enrollees	Sue			TBD	TBD		CMS to provide guidance
<b>16.0</b>	<b>CMS Evaluation</b>							
16.1	Compile Data and Support for CMS Evaluation requirements (1st quarter report)	Deb	Brooke/ Lauren	Brooke	3/14	4/4/2014	Submitted	Reports are submitted quarterly based on RTI schedule (1st Qtr report due 4/4/14)
16.2	Compile Data and Support for CMS Evaluation requirements (2nd quarter report)	Deb	Brooke/ Lauren	Brooke	5/14	5/27/2014	Submitted	
16.3	Compile Data and Support for CMS Evaluation requirements (3rd quarter report)	Deb	Brooke/ Lauren	Brooke	7/14	8/20/2014	Submitted	
16.4	Compile Data and Support for CMS Evaluation requirements (4th quarter report)	Deb	Brooke/ Lauren	Brooke	10/14	11/20/2014	Submitted	
16.5	Compile Data and Support for CMS Evaluation requirements (5th quarter report)	Deb	Brooke/ Lauren	Brooke	1/15	2/20/2015	Submitted	
16.6	Compile Data and Support for CMS Evaluation requirements (6th quarter report)	Deb	Brooke/ Lauren	Brooke	4/15	5/20/2015	Submitted	
16.7	Compile Data and Support for CMS Evaluation requirements (7th quarter report)	Deb	Brooke/ Lauren	Brooke	7/15	8/20/2015	Submitted	
16.8	Compile Data and Support for CMS Evaluation requirements (4th quarter report)	Deb	Brooke/ Lauren	Brooke	10/14	11/20/2014	Scheduled	
16.9	Submit data to evaluator as needed	Deb	Brooke	Chris Brooke	2/14	Ongoing		
16.10	Host informational RTI evaluator on-site meetings	Deb/Sue	Brooke		4/14	Ongoing		Second site visit completed July 2015

Minnesota Dual Demonstration Grant Activities  
Revised: 10/16/2015

#	Deliverable	Owner	Lead	Supports	Start Date	Due Date	Status	Notes
<b>1.0</b>	<b>Develop Final Implementation Plan</b>							
1.1	Submit Grant Amendment to request carryover of first year funds	Gretchen/Sue	Lauren		12/1/2014	5/15	Completed	Received Carryover funds in 5/2015
1.2	Submit No-Cost extension request to have first year carryover and remaining second year funds extended for use through August 2016	Sue	Lauren		6/1/2015	7/31	Completed	Funds granted on 9/10/2015
<b>2.0</b>	<b>Internal DHS Network Review</b>							Internal discussions about feasibility of collaboration
2.1	Identify Dual Demonstration Staff to Take GIS Training*	Gretchen	Deb/Sue		1/15	2/15	completed	Dual Demo Data Analyst (Brooke) is completing training and will be done May 15, 2015
2.2	Staff takes GIS Training	Gretchen	Deb/Sue		2/15	5/15	Completed	Brooke was done May 15, 2015
2.3	Create GIS analysis Workplan*	Deb	Brooke	Lauren	2/15	Ongoing	In Process	Have started the work plan in order to create an interagency agreement in MNGeo to complete geocoding
2.4	DHS determines data owned for GIS analysis and manages/cleans data for purposes	Deb	Brooke		11/15	11/16	Not Started	
2.5	Map LTSS Providers*	Deb	TBD		10/1/16	9/1/16	Not Started	
2.6	Connect GIS maps to hot spotting initiative, looking at NF, LOS, viability of health plans, and cost of cap comparison *	Deb	TBD/ Brooke		TBD	TBD	Not started	
2.7	Looking for alignment potential between DHS Network Review Process with CMS Network Review Process	Gretchen	Deb/Sue		1/16	11/1/16	Not started	Because the State is developing a process in light of the Dual Demo, determined it would be beneficial to work to align with the CMS process
<b>3.0</b>	<b>Outreach, Training, and Education</b>							
3.1	Develop Integrated Medicare-Medicaid Consumer Outreach Team	Sue	Lauren	Jorie	4/14	7/14	Completed	
3.2	Hire Project Coordinator	Pam	Sue/Deb			3/26/14	Completed	Hired Lauren
3.3	Conduct Outreach, Special Mailings for MSC+ Enrollment	Sue	Lauren		9/14	8/15	in process	Have identified first mailing to modify and will begin editing soon
3.4	Design and host stakeholder conference	Sue	Lauren	Jorie	1/15	8/15	Completed	Stakeholder Conference was held on 8/22 and a post conference survey for feedback is currently being analyzed
3.5	Design and host Care Coordinator Conference	Sue	Lauren	Jorie	4/14	10/14	Completed	Held conference and have implemented survey for feedback and have analyzed results
3.6	Stakeholder outreach and presentations	Sue/Deb	Deb	Team	4/14	Ongoing	continuous	stakeholder outreach being completed associated with diversity outreach and will utilize stakeholder for materials initiatives
3.7	Manage and update the public dual demo website as needed	Sue/Deb	Jorie Susan		9/13	Ongoing	continuous	Next dual demo newsletter schedule for early October 2015
3.8	Host quarterly Managed Care Stakeholder Meetings	Sue/Deb	Lauren/ Jorie		9/13	Ongoing	Continuous	meeting on 9/18 cancelled because of conference will reschedule for end of year
3.9	Review meeting minutes of each local SNP advisory groups for oversight purposes	Sue/Deb	Lauren Susan		12/14	8/15	Continuous	Reviews as the minutes are made available.
	Implement Outreach Project to Targeted Senior Communities							
3.10	Develop RFP for Outreach Project contracts and materials and negotiate contract with most qualified responders	Sue	Lauren	Jorie	8/14	8/15	Completed	Have contracted with 4 community based organizations to provide outreach
3.11	Manage contract requirements for year long outreach grantees	Sue	Lauren	Jorie	8/15	8/16	In process	Currently creating evaluation plan for each grantee

3.12	Investigate areas for improvement in care coordination of diverse members	Sue	Lauren		3/15	8/1/16	In Progress	Completed about 5 interviews by march 2015 and have developed an overall direction for further investigation
3.13	Develop and implement care coordination improvement for diversity project	Sue	Lauren		9/15	8/16	Not started	Dependent on 14.6
4.0	<b>Grant Management Reporting (Financial and Progress)</b>							
4.1.a	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			10/30/13	Completed	
4.1.b	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			1/30/14	Completed	
4.1.c	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			4/30/2014	Completed	
4.1.d	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			7/30/2014	Completed	
4.2.e	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			10/30/2014	Completed	
4.1.f	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			1/30/15	Completed	
4.1.g	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			4/30/2015	Completed	
4.1.h	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			7/30/2015	Completed	
4.1.i	Quarterly Cash Reports (Financial)	Deb/Lauren	Phyllis M. Kathy L.			10/30/2015	Scheduled	
4.2.a	Semi-Annual Expenditure Report (Financial)	Deb/Lauren	Phyllis M. Kathy L.			4/30/14	Completed	Submitted
4.3.b	Semi-Annual Expenditure Report (Financial)	Deb/Lauren	Phyllis M. Kathy L.			10/30/14	Completed	
4.2.c	Semi-Annual Expenditure Report (Financial)	Deb/Lauren	Phyllis M. Kathy L.			4/30/15	Completed	Submitted
4.3.d	Semi-Annual Expenditure Report (Financial)	Deb/Lauren	Phyllis M. Kathy L.			10/30/15	scheduled	
4.4.a	Final Report Expenditure Report (Financial)	Deb/Lauren	Phyllis M. Kathy L.					Due within 90 days from end of the 2 year cooperative agreement
4.4.b	Semi-Annual Progress Reports (Progress #1)	Deb/Lauren	Brooke Chris			4/16/14	Completed	Submitted
4.5.a	Non-Competing Continuation Application	Deb/Lauren	Brooke Chris			7/23/14	Completed	CMS indicated that the submission of the Non-Competing Continuation Application satisfies the submission of the Semi-Annual Progress Report due 9/30
4.6.a	Annual Progress Reports (Progress #3)	Deb/Lauren	Brooke Chris			3/31/15	Completed	
4.6.4	Final Progress Report (Progress #4)	Deb/Lauren	Brooke Chris			11/30/15	Scheduled	