

Certification Status Checklist

Planned transition date:

MCO Lead:

Status Checklist Updated:

Contract Coordinators:

Requirement	Notes	DHS Content Expert	Review Status	Due Date
(1) Care Management Readiness				
a. How will Care management Resources be utilized?	The MCO/purchasing entity should attest to this requirement. If the MCO is unable to attest, it will submit applicable documentation to evidence its readiness in this area			
b. All member care plans will transition to the new entity “as is” and all timelines related to care management timeframes and functional screen and Medicaid eligibility recertification will remain on the member’s existing schedule (e.g., timelines will not start over at the point the new entity takes over responsibilities).	The MCO/purchasing entity should attest to this requirement. If the MCO is unable to attest, it will submit applicable documentation to evidence its readiness in this area			
c. The MCO's 24-Hour Coverage/On-Call system	The MCO/purchasing entity should attest to this requirement if it will remain unchanged. If the MCO is unable to attest, it will submit applicable documentation to evidence its readiness in this area			
(2) Provider Contracts				
a. All existing provider contracts have been assigned to the new entity.	The MCO/purchasing entity should attest to this requirement. If the MCO is unable to attest, it will submit applicable documentation to evidence its readiness in this area			

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b. All new provider contracts utilize the most recently approved subcontract template.	The MCO/purchasing entity should attest to this requirement. If the MCO is unable to attest, it will submit applicable documentation to evidence its readiness in this area			
(3) Memorandums of Understanding (MOU)				
a. The MOUs the MCO has with each county it serves have been assigned or are newly executed with the new entity.	<p>The MCO/purchasing entity should attest to this requirement. If the MCO is unable to attest, it will submit applicable documentation to evidence its readiness in this area</p> <p>Attestation should include a list of specific MOUs. Continue to track on the work plan after certification is approved.</p>			
<p>a. All previously approved policies and procedures that will continue to be used under the new entity (include list of the policies and procedures that this applies to).</p> <p>b. Any policy or procedure that is changing shall be submitted to DHS for review and approval.</p>	<p>The MCO/purchasing entity should attest to this requirement indicating the new entity will adopt the existing policy as is or submit the revised policy or procedure to DHS for review and approval. The following P&Ps should be included in the MCO's list:</p> <ol style="list-style-type: none"> 1. Appeals and grievances 2. Functional screen quality 3. Policies relating to SDS 4. Prevention and wellness 5. Restrictive measures 6. Safety and risk 7. Service authorization 8. Care management training 			

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	9. Incident management 10. Provider network standards, adequacy and retention, provider credentialing and recredentialing 11. Conflict of Interest 12. Cost share 13. Room and board collections 14. Claims adjudication and provider appeals 15. Financial reporting 16. IBNR 17. Investment 18. Managing capitation and enrollment discrepancies 19. Program integrity plan 20. Disaster Recovery Plan			
c. The previously approved Comprehensive Assessment and Member Centered Plan template remains unchanged.	The MCO/purchasing entity should attest to this requirement. If the MCO/purchasing entity is unable to attest, it will submit applicable documentation to evidence its readiness in this area			
d. Quality Plan.	Attest if no changes have been made to previously approved plan.			
(5) Member Records				
a. The contents of all current member records, as outlined in Article XIII.A. of the 2022 DHS-MCO Family Care contract, are being transitioned to the new entity. This provision also applies	The MCO/purchasing entity should attest to this requirement. If the MCO/purchasing entity is unable to attest, it will submit applicable documentation to evidence its readiness in this area			

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to the record of any individual that has disenrolled in the last ten (10) years.				
(6) Marketing and Member Materials				
a. An updated marketing/outreach plan (detailing how and when members will receive notification of new address, phone number and website for MCO).	The MCO/purchasing entity must submit this item for review and approval			
b. Any updated marketing/member materials.	<p>The MCO/purchasing entity must submit this item for review and approval</p> <p>Does the MCO/purchasing entity plan to issue a new Member Handbook (under the new entity name)</p>			
c. Communication plan that details how the MCO will inform members, stakeholders, and advocates regarding the progress of the acquisition.				
(8) Board Approval of Quality Plan				
a. Evidence that the Board of Directors of the new entity have approved the existing quality plan.	<p>The MCO/purchasing entity must submit this item for review and approval</p> <p>This item will occur post certification.</p>			
(9) Governance Structure – proposed entity information for transition of existing entity to include:				
a. Articles of incorporation.	The MCO/purchasing entity must submit this item for review and approval			
b. Bylaws, certified by the Secretary of MCO Board.	The MCO/purchasing entity must submit this item for review and approval			
c. Executive management, Board of Directors, and any Party(ies) with a controlling interest demographics, role, and interest.	The MCO/purchasing entity must submit this item for review and approval. Send MCO/purchasing entity the following form to collect this data:			

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d. Biographical information of entity to include history and focus and locations of existing operations, fiscal position, and reference to more detailed information available.	The MCO/purchasing entity must submit this item for review and approval			
(10) Organizational Structure and Environment				
a. Organizational chart demonstrating overall entity organization and breakout by program operations.	<p>The MCO/purchasing entity must submit this item for review and approval</p> <p>Entity must demonstrate clear lines of communication between different lines of business and firewalls to avoid perception of member/participant direction to most lucrative program.</p> <p>Start at corporate and work down into Wisconsin specific lines of business</p>			
b. Management approach and plans for Family Care program operations.	The MCO/purchasing entity must submit this item for review and approval			
c. Identify related parties and describe the basis for the relationship, any shared infrastructure services, financial relationship/arrangements and structure to manage real and perceived conflict of interest. Identify whether the related party is required for inclusion in the consolidated financial statement projections presentation.	The MCO/purchasing entity must submit this item for review and approval			
(11) Administrative Services - Describe administrative services model and identify plans for outsourcing administrative services and administrative functions.				
a. Provide copies of administrative service contracts, draft and final as available.	The MCO/purchasing entity must submit this item for review and approval			
b. Identify annual costs associated with each administrative service contracts.	The MCO/purchasing entity must submit this item for review and approval			

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c. Identify contract length and termination provisions for each contract.	The MCO/purchasing entity must submit this item for review and approval			
d. Identify transfer of risk associated with each administrative service contract.	The MCO/purchasing entity must submit this item for review and approval			
e. Identify planned restructure of administrative service if merger or assumption.	The MCO/purchasing entity must submit this item for review and approval			
(12) Financial Information				
a. Complete the Transition of Assets and Liabilities worksheet for the current contracted entities requesting entity transition, merger, or assignment. Submit the completed template in an excel format with all fields completed.	The MCO/purchasing entity must submit this item for review and approval			
b. Complete Financial Projections Template for MCO operations by program	The MCO/purchasing entity must submit this item for review and approval			
c. Submit most recent audited financial statements	The purchasing entity must submit this item for review			
d. Describe the shared overhead cost allocation method and intercompany fees or administrative charge backs.	The MCO/purchasing entity must submit this item for review and approval Provide anticipated administrative operational services changes during year one, year two, and year three.			
e. Identify other planned financial transactions between the proposed assignee and the program from contracted entity.	The MCO/purchasing entity must submit this item for review and approval			
f. Establish accounts for transfer of Restricted Reserves and Solvency Funds if not planning operating Family Care under a licensed HMO.	The MCO/purchasing entity must submit this item for review and approval			
(13) Employment Plan				

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a. Describe the plan for employment of any contracted entity staff after contract assignment.	The MCO/purchasing entity must submit this item for review and approval			
b. Provide planned or agreed to employment contracts with a listing of each to provide contracted program management and services.	The MCO/purchasing entity must submit this item for review and approval			
c. Provide a plan for staff compensation and describe planned changes to FTE's, salaries, and benefits.	The MCO/purchasing entity must submit this item for review and approval			
(14) Transfer Agreements – between current contracted and assuming entity				
a. Provide a copy of all transfer/purchase agreements between the current contracted and assuming, purchasing or merged entity for DHS review and approval.	The MCO/purchasing entity must submit this item for review and approval			
b. Provide a copy of signed provider agreements to transition contracted provider network to the assuming or merged entity. Identify transfer of risk, method of reimbursement, modification and termination, and assignment terms.	The MCO/purchasing entity must submit this item for review and approval DHS will need a list of providers whose contracts can be assigned by notice and those that require consent. For those that require consent, DHS will need to see the signed contract.			
(15) Systems Transitions				
a. Managed Care Data Sheet/Disclosure of interest form.	Must be completed a minimum of 2 months before transition. (See item 9.c)			
b. Encounter Reporting - if a new organization id is established, the MCO shall submit a test encounter reporting file under the new I.D.	Dependent on whether MCO/purchasing entity establishes a new organization I.D.			

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c. Other systems to consider:	<p>Facilitate a conversation between the MCO/purchasing entity and Heidi Herziger to identify applicable systems impacts:</p> <ul style="list-style-type: none"> • FSIA • interChange • CARES • PPS • Data warehouse • Banking – EFT for cap payments <p>For the merged entity, DHS also needs to understand plans for any financial or care management system transitions.</p>			
(16) Certification, Permitting and Contracting				
BRS notifies OCI that DHS certification is completed. OCI issues permit to new entity if plan to operate Family Care under a non-licensed HMO.				
DHS issues or assigns MCO contract				
BPP updates the statewide Family Care regional availability map, website resources, and other listings identifying Family Care availability by location.				
(17) MCO Scorecard Updates				
BQO notifies BPP (Kathleen Plunkett) which counties are impacted by the acquisition				
BPP updates the interactive tableau MCO scorecard				
BPP notifies the CC and BADR when the update is complete				

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BADR notifies the ADRCs of the updated scorecard				