

The Montana Patient-Centered Medical Home Stakeholder Council Work Plan Outline

**This is a living document intended to be continuously developed and amended as needed by the council and CSI staff.*

Introduction - Mont. Code Ann. Title 33, Chapter 40, Patient-Centered Medical Homes Act

The commissioner shall consult with the stakeholder council of interested parties to set standards for patient-centered medical homes. The Commissioner must set standards and must adopt rules. The topics for standards are listed in Mont. Code Ann. 33-40-105. In consultation with interested parties, the commissioner shall qualify PCMHs that meet the established standards.

All payers and PCMH providers must submit a report to the Commissioner no later than March 31, 2015 and annually thereafter. All providers and payers who participate in the Montana PCMH Program must collectively commission one independent study on savings generated by the program and report to the legislature in September of 2016. The commissioner will consult with the council on commissioning the study and generating the report.

The commissioner shall consult with stakeholders in education and promotion of the Montana PCMH program to the public.

Timeline

- a) June 2014
 - i) The Quality Metrics Subcommittee proposes revised draft of guidance for quality reporting standards. The revised draft needs to reflect alignment with PQRS. The council gives feedback to the subcommittee for them to incorporate before the July 16th meeting.
 - ii) The Payer Subcommittee proposes potential payer standards for the council to consider.
 - iii) CSI proposes a draft of the amended rule on quality measure reporting for the council to consider.
 - iv) Stakeholders will have until August 1st to provide comment to CSI on the draft quality measure reporting rule. The formal comment period will begin after the proposed rule is filed on August 11th.
 - v) The council discusses and develops the mission statement.
 - vi) The council reviews the draft work plan and provides feedback to CSI.
- b) July 2014
 - i) The Quality Metrics Subcommittee proposes a revised draft of guidance for quality reporting standards. The draft needs to clarify the submission method for the data and define the reporting time frame. The council gives feedback to the subcommittee for them to incorporate before the August 20th meeting.
 - ii) The Payer Subcommittee proposes revised standards based on the council's comments.
 - iii) CSI presents the amended proposed rule on quality measure reporting to the council for final review.
 - iv) Continue developing the council's work plan and finalize the mission statement.
- c) August 2014
 - i) CSI files the proposed rule on quality measure reporting on August 11th to begin the public comment period.
 - ii) CSI presents a draft rule on the payer standards recommended by the Payer Subcommittee and for further discussion by the council.
 - iii) Stakeholders have until October 1st to provide comment to CSI on the draft rule on payer standards. The formal comment period will begin after the proposed rule is filed on October 27th.
 - iv) Continue developing the council's work plan.
 - v) CSI revisits formal application for qualified and provisionally qualified practices and makes further edits.
- d) September 2014
 - i) Stakeholders submit preliminary ideas for the March 2015 report to CSI staff via email.
 - ii) The council reviews updated version of work plan/timeline. Finalize charter and mission statement.
 - iii) .
 - iv) The council reviews the second draft of payer rules and discusses accompanying instructions.

- v) Continue discussing quality metric reporting guidelines – including reports from CSI’s conversations with national data experts, explanations on data use, and reports from subcommittee meeting with hospital data staff.
 - vi) The council reviews and makes final comments on the comprehensive application for practices.
 - vii) September 29th, CSI distributes comprehensive application to all qualified and provisionally qualified practices with a return deadline of October 29th.
 - viii) The council hears an update from Medicaid and other payers on new programs.
 - ix) Discuss council member appointment process and letter of interest.
- e) October 2014 (3-hour council meeting)
- i) CSI files the proposed rule on payment standards on October 27th, beginning the 30-day public comment period.
 - ii) Council discusses content of March 2015 report.
 - iii) The council reviews and discusses final edits made to quality metric reporting guidance.
 - iv) Continue developing council’s work plan.
 - v) CSI follows-up with practices on comprehensive application.
 - vi) The proposed rule on quality metric reporting becomes final.
 - vii) CSI finalizes quality metric reporting guidance, posts to CSI website, and distributes to all PCMHs.
 - viii) Council members must be appointed by the commissioner in October.
- f) November 2014
- i) Council hears update from Medicaid on their pilot that may launch in the fall of 2014 as well as updates from other payers.
 - ii) The council continues discussing March 2015 report and reviews 1st draft of template.
 - iii) CSI presents a summary of the information collected from PCMHs in the comprehensive application to the council.
 - iv) Practices needing an extension on their provisional qualification must submit an application for extension to CSI by November 12th.
- g) December 2014
- i) All medical practices that submitted provisional qualification applications in December 2013, must have received their accreditation/recognition from NCQA, The Joint Commission, or AAAHC. Once provisional practices submit their accreditation/recognition documentation, they are qualified by the commissioner.
 - ii) Council makes final comments on report template. CSI finalizes template for the March 2015 report and distributes it to all qualified and provisionally qualified practices.
 - iii) CSI meets with payers regarding letters of intent.
- h) January 2015
- i) Payers that currently have a medical home or PCMH component in their provider contracts or in insurance contracts issued to Montana residents shall submit a letter to the commissioner describing their method of compensating providers no later than January 1, 2015. Council forms an Education Subcommittee. The subcommittee holds its first meeting and creates an education campaign with a prescribed timeline including specific deliverables with deadlines.

- i) February 2015
- j) March 2015
 - i) Report from all participating PCMH practices and payers due to CSI on March 31st.
 - ii) Quality measure data due to CSI from all PCMHs on March 31st.
- k) April 2015
 - i) Additional education and promotion of the program to the public.
 - ii) Discussion begins concerning whether there is a need to amend rules or add rules.
- l) May 2015
 - i) CSI presents summary of reports to council for discussion.
- m) June 2015
 - i) Council and CSI work with the Office of Rural Health on survey to PCMHs on the positions they use, job descriptions, and workforce needs.
- n) July 2015
 - i) Continue developing PCMH workforce survey.
- o) August 2015
 - i) Finalize PCMH workforce survey.
 - ii) Additional education and promotion of the program to the public.
- p) September 2015
 - i) Distribute PCMH workforce survey.
- q) October 2015
 - i) Revisit rules on quality measure reporting and payment standards.
- r) November 2015
 - i) Analyze results from PCMH workforce survey and discuss – CSI/council/Office of Rural Health.
 - ii) Re-application from all PCMH practices.
- s) December 2015
 - i) Quality Metrics Subcommittee and the Payer Subcommittee meet to update template for the March 2016 report to CSI.
 - ii) Council reviews and discusses template for annual PCMH participant report due March 31st.
 - iii) Additional education and promotion of the program to the public.
- t) January 2016
 - i) The council reviews a revised draft template for the March report, giving final comments to CSI.
- u) February 2016
 - i) CSI distributes questionnaire for the March report to all provisionally qualified and qualified PCMHs on February 1st.
- v) March 2016
 - i) Report from all participating PCMH practices and payers due to CSI on March 31st.
 - ii) Legislative Subcommittee works with CSI to create a template/outline for the CSI report to the legislature.
 - iii) Council reviews and recommends template/outline for the report to the legislature.
- w) April 2016
 - i) CSI drafts initial draft report of the Montana PCMH Program due to the legislature September 2016 for the Legislative Subcommittee to review.

- ii) Additional education and promotion of the program.
- x) May 2016
 - i) CSI presents summary of 2016 reports to council for discussion.
 - ii) Council reviews draft report to legislature and gives feedback to CSI.
- y) June 2016
 - i) Council reviews draft report to legislature and gives feedback to CSI.
- z) July 2016
 - i) Council reviews draft report to legislature and gives feedback to CSI.
- aa) August 2016
 - i) CSI finalizes report to the legislature.
 - ii) Additional education and promotion of the program.
- bb) September 2016
 - i) Commissioner Lindeen presents report on the PCMH program to the Children, Families, Health, and Human Services Interim Committee by September 30, 2016.