

Attachment L

Independent Consumer Support System Plan

1. Introduction

The Health and Human Services Commission (HHSC) is submitting this report as required by the Centers for Medicare and Medicaid Services (CMS) in its agreement with the State of Texas to operate Medicaid managed care under the authority of the Texas Healthcare Transformation and Quality Improvement Program, Section 1115(a) Demonstration (THTQIP 1115(a)). The THTQIP 1115(a) demonstration requires an independent consumer supports system to support beneficiary experience receiving medical assistance and long term services and supports in a managed care environment. Texas is required to maintain a consumer support system that is independent of the managed care organizations to assist enrollees in understanding the coverage model and in the resolution of problems regarding services, coverage, access and rights. see THTQIP 1115(a), STC 20.e.ii.)

2.

Independent Consumer Support System (ICSS)

Texas' independent consumer supports system consists of the HHSC's Medicaid/CHIP Division, Office of the Ombudsman (Ombudsman), the State's managed care Enrollment Broker (EB, "MAXIMUS"), and community support from the Aging and Disability Resource Centers (ADRCs). These entities operate independently of any Medicaid managed care organization (MCO) and work with beneficiaries and MCOs to ensure beneficiaries working to enroll with a MCO understand their managed program, MCO options, and the process for resolving issues.

HHSC's Medicaid/CHIP Division includes staff devoted to providing guidance to the MCOs on Medicaid policy and managed care program requirements, reviewing MCO materials, monitoring the MCO's contractual obligations, answering managed care inquiries, and resolving managed care complaints. HHSC also implements MCO corrective action plans and assesses damages when necessary.

Data related to the ICSS is reported and monitored regularly, on at least a quarterly basis, by all entities discussed in this report. Within each system, the data is reported consistently and across all systems; the data reported is similar.

Ombudsman

The Ombudsman consists of three units dedicated to assisting beneficiaries with health and human services related concerns and a fourth unit specializing in operations and reporting. The units consist of the Hotline unit which receives and triages general health and human services inquiries and complaints, the Special Services unit which assists consumers with more in-depth, complex complaints, and the Medicaid Managed Care Helpline (MMCH) unit that was created to serve Medicaid managed care beneficiaries. These units work under the same Ombudsman leadership. The Ombudsman exists outside of agency program areas and

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operates independently of the Medicaid/CHIP Division and any MCO. The Ombudsman's primary purpose is to facilitate the resolution of complaints and inquiries through a collaborative and transparent operation. The office serves as the central point of contact when any Medicaid beneficiary needs assistance obtaining health care services or has a complaint or issue regarding an agency, MCO, or program.

To fulfill its purpose, the Ombudsman offers several ways beneficiaries can access the Ombudsman's assistance: toll-free hotline, online submission, fax, and mail. Similarly, staff are able to work with beneficiaries over the phone, email, fax, and mail, in addition to offering notices by text message or email to provide beneficiaries with updates regarding the status of their concern. The toll-free line offers bilingual services (English and Spanish) and employs two language interpreter vendors for other languages as needed. The Ombudsman strives to make contact information widely available to consumers and maintains a dedicated legislative line for public officials.

The Ombudsman serves as a central access point for beneficiaries to voice complaints or raise issues of concern, specifically related to MCO enrollment and access to services. The office assists beneficiaries through the navigation of the Medicaid managed care system, and educates about the enrollment process and services available under this system. Staff is available to help resolve problems and is trained to educate beneficiaries about their rights related to grievance and appeal processes both through the MCO and through the State, including their right to request a fair hearing. Staff encourages individuals to seek to resolve issues first with the entity or program providing services, but staff will also work directly with MCOs, other State staff, and beneficiaries to assist with issue resolution where appropriate. The MMCH unit was created to teach beneficiaries to advocate for themselves. Staff also advocates on the beneficiary's behalf to resolve problems, including access to care issues, through direct coordination with the beneficiary's MCO. At times, the Ombudsman staff will assist beneficiaries to achieve self-advocacy skills by modeling these skills on a three-way call between the Ombudsman, the beneficiary, and the other entity (such as the MCO).

To ensure staff is adequately prepared to assist beneficiaries, the Ombudsman employs staff with a wide background of experience and knowledge of health and human services programs, services, and individual populations. Ombudsman staff are not typically entry-level employees. New staff receive training designed to expand their knowledge of the State's Medicaid programs and services, including beneficiary protections and rights, in order to best meet consumer needs. Formal training is provided to enhance customer service and the office ensures ongoing training to keep staff abreast of agency initiatives and policy changes, specifically those related to Medicaid, STAR, STAR+PLUS, waiver programs, and Medicare, as well as relevant Social Security Administration policy.

The Ombudsman regularly hosts representatives from various organizations and programs who train staff to better serve individuals with complex needs and/or diverse backgrounds in

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an effort to better understand the needs of populations served through the system and resources available, including: National Alliance on Mental Illness, the Department of Aging and Disability Services (DADS), Area Agencies on Aging (AAAs), as well as the following HHSC offices: 2-1-1 Information and Referral, Office of Acquired Brain Injury, Medical Transportation Program, Center for Elimination of Disproportionality and Disparities (CEDD), and the Data Integrity Division, which assists with concerns related to Social Security Income (SSI-related) Medicaid and the Medicare Savings Program processes. Staff have opportunities to attend external training events such as the Central Texas African American Family Support Conference where they interact with consumers of agency services, CEDD annual conference, various health expositions, and professional development trainings. Additionally, Ombudsman staff and leadership attend stakeholder meetings at HHSC and DADS, as well as advisory committee meetings, and communicate to all Ombudsman staff the needs and concerns expressed at such meetings. The Ombudsman staff and Medicaid/CHIP Division staff meet regularly to share information and discuss trends and issues.

The HHSC Ombudsman utilizes a custom designed and secure web-based data tracking system to document each contact received. Staff use the tracking system to collect detailed information such as: specific beneficiary information, the nature of the contact, the type of Medicaid program, beneficiary demographic and residence information, the related MCO, whether a complaint is substantiated or unsubstantiated, and the resolution.

The fourth unit within the Ombudsman, Operations and Reporting, compiles and analyzes inquiry and complaint data from this system and prepares ad hoc and routine reports for internal and external use. Trend analysis is conducted to examine: the types of issues beneficiaries experience, the demographic service area, the responsible MCO, and to identify potential serious, systemic and emerging issues and trends. Reports and analysis are routinely shared, no less than quarterly, with the appropriate program areas including the Medicaid/CHIP Division and executive HHSC leadership, in an effort to address potential systemic issues and improve service to beneficiaries.

Enrollment Broker (EB)

The EB is an entity contracted with HHSC and operates independently of any MCO. The EB serves as an intermediary between the MCOs, beneficiaries, and the State regarding all aspects of enrolling a beneficiary into a MCO. The EB's purpose is to improve access to health and human service programs and reduce administrative burden on beneficiaries, providers, and the State of Texas.

The EB fulfills its contractual obligations by educating beneficiaries about their managed care options and the enrollment process, issuing enrollment packets, operating a call center for beneficiaries, conducting outreach and enrollment events for beneficiaries, conducting home visits, and working one-on-one with beneficiaries to assist with completion of

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managed care enrollment. To complete enrollment into a MCO, beneficiaries may submit enrollment forms via fax, mail, and online, or call the EB's toll-free hotline to complete the MCO enrollment process. Spanish speaking hotline staff is available, as needed. The EB is also required to provide language translation for all languages as needed. The EB accepts complaints from beneficiaries about the Medicaid and CHIP programs and MCOs. Any complaint is escalated to HHSC if it cannot be resolved by the EB.

When additional types of beneficiaries become eligible for managed care, the EB implements a specific outreach plan to assist and educate the new beneficiaries locally. For example, for the 2014-15 enrollment period, the EB will conduct enrollment events, community education sessions, and home visits for individuals with intellectual and developmental disabilities and individuals residing in nursing facilities statewide, and to individuals residing in the Medicaid Rural Service Area to educate them about Medicaid managed care and enrolling in the STAR+PLUS program. These events will include collaboration with the AAAs and local intellectual and developmental disability authorities.

To ensure staff are adequately prepared to assist with managed care enrollment and handle complaints as required by their contract with HHSC, the EB employs staff that are properly trained and qualified to perform the functions required by their contract and requires staff complete required training on each of the managed care programs: STAR, STAR+PLUS, STAR Health, CHIP, and Dental. Specific training is provided when new populations are added to Medicaid or CHIP managed care, such as training about providing acute care for individuals with intellectual and developmental disabilities through the managed care system. The EB is required to ensure staff participates in trainings on population-specific sensitivity and effective communication training.

In order to provide adequate oversight, HHSC requires the EB to submit relevant reports, policies and procedures on a regular basis and expects the EB to maintain policies or procedures approved by HHSC. The EB provides HHSC a monthly report on the following: staff training provided, including the types of trainings, the number of participants that passed or failed the class and any remediation plans if a participant did not pass; quality assurance trend analysis related to evaluations; MCO provider network reports, including the number of primary care providers and specialists; enrollment reports summarizing the number of monthly and year-to-date enrollments for each managed care program; call center performance, including results and recommendations for improvement; complaint and dispute information that includes the reason or type of complaint, resolution by incidence, and issues or complaints escalated to HHSC. Separate enrollment reports are submitted for pregnant women and beneficiaries with special health care needs who have been enrolled.

The EB is required to annually submit and maintain a communication and coordination management plan that outlines its overall approach for communications with HHSC, other contractors, and stakeholders. The EB submits an annual progress and statistical report that includes trend analyses, performance data and metrics. The EB submits outreach and

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informing policies, procedures, and business rules on a quarterly and annual basis. A complaint and dispute analysis report is sent to HHSC quarterly. Reports are also submitted regarding the EB's outreach and informing efforts.

Aging and Disability Resource Centers

The Aging and Disability Resource Centers (ADRCs) operate independently of any MCO and have historically been grantees of the Department of Aging and Disability Services (DADS). Coordinated through DADS and made up of key partners including the area agencies on aging, local intellectual and developmental disability authorities, and regional DADS staff, the ADRCs provide information about state and federal benefits, primarily to individuals who are aged or disabled seeking assistance.

The ADRCs are a point of contact in the state for people who are aged or have a disability; have physical or intellectual disabilities; or have mental health or substance abuse issues. The ADRCs work with individuals at an individual ADRC, over the phone, or in a person's home if needed. ADRCs offer language assistance through their staff, a statewide language line, or through external vendors under language assistance contracts. The ADRCs assist individuals to determine their needs, provide information about services, and provide person-centered planning to discuss options that most closely meet an individual's needs, which could include assisting an individual enrolling in managed care and accessing other state or federal programs.

According to their contracts, ADRCs must report performance metrics to DADS on a quarterly basis. Current measures relate to outreach and training events, information and referral data, and certain caller demographic data (age, need, conditions, caregiver information). In September 2015, ADRCs will also report data related to the provision of the Long Term Services and Supports (LTSS) pre-screening assessment tool. These metrics and the development of uniform intake, assessment, reporting and referral management processes will ensure a standardized and consistent consumer experience statewide.

The ADRCs play a key role in the statewide "No Wrong Door" system of information and access by promoting better coordination and integration among existing networks of aging and disability services. ADRC partners employ extensive cross-training to ensure consistent service delivery at all ADRC access points. This cross-training includes but is not limited to extensive training in cultural competence; the health and service options of individuals with complex, multiple needs, chronic conditions, disabilities and cognitive or behavioral needs; the state's Medicaid Programs; and beneficiary protections. Training also includes specific information about existing state-level consumer support access points including the Ombudsman, Medicaid Managed Care Helpline, Enrollment Broker services, DADS Consumer Rights and Services and the Long Term Care Ombudsman Program.

3. Conclusion

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HHSC primarily relies on Medicaid/CHIP Division staff, the Ombudsman and EB to support consumers receiving Medicaid managed care. These entities assist beneficiaries navigating the managed care system by educating about options, rights, and processes for enrollment and issue resolution. ADRCs are an integral community support in the consumer support system for the State of Texas, as they also assist, educate, counsel, and advocate on behalf of beneficiaries seeking services. Together, these entities ensure beneficiaries are able to understand their options and the services available to them, successfully enroll in Medicaid managed care, and resolve any issues that may arise.

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