



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

Med-QUEST Division
Health Care Services Branch
P.O. Box 700190
Kapolei, Hawaii 96709-0190

October 31, 2022

MEMORANDUM

MEMO NO.
QI-2216

TO: QUEST INTEGRATION (QI) Health Plans

FROM: Judy Mohr Peterson, PhD *MP*
Med-QUEST Division Administrator

SUBJECT: HEALTH FUNCTIONAL ASSESSMENT (HFA) COHORT APPROACH PILOT

The purpose of this memorandum is to inform the Health Plans of updated guidelines for completing the HFA. The following cohort approach will continue to apply under the QI contract RFP-2021-008 during a twelve (12) month pilot period that begins on November 1, 2022 and ends on October 31, 2023.

Assessment Requirements

Per RFP-MQD-2021-008 Section 3.7 Health Coordination Services D. Health Plan Responsibilities for Special Health Care Needs (SHCN), Expanded Health Care Needs (EHCN), and Long-Term Services and Supports (LTSS):

3. Screening and Assessments
 - b. Assessments
 - 1) The Health Plan shall conduct an assessment for all SHCN, EHCN, and LTSS Members. The assessment shall be used to collect health status, health conditions, social risk factors, and other information.

- 4) The Health Plan shall share the assessment with the Member's care team, as needed, to enhance communication and collaboration to serve the needs of the Member with the Member's consent.
6. Reassessment
 - a. The Health Plan shall complete a re-assessment and update the HAP (Health Action Plan) based on the re-assessment:

New Cohort Approach – Pilot Requirements

- Pilot duration: Twelve (12) month pilot period.
- Cohort approach: MQD is granting *broad* stroke approval for Health Plans to determine how data will be collected only for the SHCN and EHCN cohort for the HFA contingent on Health Coordination Licensed Clinical Staff (Registered Nurse or Social Worker) validating and signing off on the entire HFA.
- The LTSS cohort is not included in this pilot.

Health Plan oversight during pilot:

- The Health Plans may set the standards for Unlicensed/Non-Clinical Staff where the services of the Unlicensed/Non-Clinical Staff are to collect information for the HFA, with the understanding that the designated Health Coordination Licensed Clinical Staff would be validating and signing off on the entire HFA.
- The signature of the designated Health Coordination Licensed Clinical Staff means that the Health Coordination Licensed Clinical Staff reviewed the information collected by the Unlicensed/Non-Clinical Staff, confirmed the information and/or obtained any additional information from the Member and made the final recommendation(s) based on the HFA.

Med-QUEST Division (MQD) oversight of pilot:

- MQD will follow up with appropriate oversight which may include, but not limited to:
 - 'Ride-Along' to observe the process
 - Desk reviews
- Auditing activities will be performed by MQD and/or UH staff on a regular basis and at the end of the pilot phase. Additional details on the auditing activities during the pilot phase will be forthcoming in a subsequent memorandum.
- Findings will be discussed with the Health Plans. Depending on the findings:
 - Processes may need to be updated.
 - The continuation of the Cohorts Approach after the pilot phase will be determined.

If you have any questions or concerns regarding the content of this memo, please contact Jon Fujii via e-mail at jfujii@dhs.hawaii.gov.