About Partner Reporting

What information is SWACH collecting from its partners?
Submission of progress reports is a requirement for all partners engaged in Medicaid transformation projects and entering into contracts with SWACH. This document details what partners need to do to successfully complete this requirement.

SWACH will collect a baseline report from each partner upon completion of a fully executed agreement. The baseline report is a report that will be due within 15 days of fully executing an agreement with SWACH. Ongoing quarterly progress reports will begin in July 2019. These quarterly reports will include a combination of:

- **Narrative** descriptions of implementation processes and progress,
- **Attestation** of completion of certain programmatic or quality improvement milestones, and
- **Measures** of relevant program outputs and services provided.

Quarterly progress reports are tailored to specific agreements between SWACH and its partners. Reporting requirements will vary among partners depending upon the contents of their scope of work.

Clinical Partners
Clinical partners will be required to report Pay for Reporting (P4R) measures at the practice / site level to meet Health Care Authority specifications (see details below) as part of their quarterly progress reports. Other reporting elements may also be required at the practice / site level depending on the partner’s scope of work.

Community Serving Partners
Community serving partners are required to report Pay for Reporting (P4R) measures at the organization level as part of their quarterly progress reports.

How will this information be used?
Like all Accountable Communities of Health, SWACH is required to collect certain information from its partners to fulfill reporting obligations to the Washington State Health Care Authority (HCA) and earn the region’s payments for Medicaid transformation.

In addition to monitoring the region’s progress toward Medicaid transformation goals, these reports will assist SWACH in developing technical assistance and support that is timely and responsive to our region. Reports will also be used to help determine payment for partners (see below).
Reporting Requirements
What reports need to be submitted to SWACH?

Baseline Report
All partners entering into a binding agreement with SWACH are required to complete a Baseline Report, due within 15 days of the fully executed agreement. SWACH will send each partner a link to complete the Baseline Report and their specific due date, based on their fully executed agreement.

This report is intended to collect baseline information on the Pay for Reporting (P4R) measures that SWACH is required to collect from clinical and community-serving partners and report to the Health Care Authority twice per year. The majority of P4R measures are multiple-choice questions about processes (e.g. has the organization adopted opioid prescribing guidelines?); P4R measures do not require compiling and submitting any clinical or client data.

Clinical partners will also need to submit the Maine Health Access Foundation’s integrated care site self-assessment survey (MeHAF) for each site/clinic participating in Medicaid Transformation Project activities. For the Baseline Report, clinical partners can submit a previously completed MeHAF (as long as it was completed June 2018 – present).

See Attachment A for the Baseline Report, including additional details on the MeHAF requirement.

Quarterly Progress Reports
Clinical and community-serving partners contracting with SWACH agree to collect and document efforts as necessary to support the submission of the following information:

- **A narrative report** describing progress toward Medicaid transformation projects in the prior reporting period, following a template to be provided by SWACH. This report will include a description of any significant efforts or accomplishments toward a partner’s milestones according to their work plan, an explanation of any changes in work plan during that period, and any challenges encountered or anticipated.

- **An attestation** of progress on relevant transformation project milestones during that reporting period, along with any supporting documentation as described in the contract. For example, SWACH may request a copy of new policies or workflows that are adopted by partners if these policies or workflows are identified in the partner’s scope of work.

- **Measures** related to partner’s transformation activities, as defined in the scope of work. These will include, at minimum, any relevant HCA required P4R measures and may also include process or quality measures, or output or outcome measures related to a partner’s specific transformation activities.
When are reports due to SWACH?

Baseline Report
The Baseline Report is due to SWACH within 15 days of each partner’s fully executed agreement. Each partner will have their own due date for the Baseline Report.¹

Quarterly Progress Reports
The Quarterly Progress Reports are due on the 15th of the month after each reporting period.

Year 1 (2019)

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April – June 2019¹</td>
<td>July 15, 2019</td>
</tr>
<tr>
<td>July – September 2019</td>
<td>October 15, 2019</td>
</tr>
<tr>
<td>October – December 2019</td>
<td>January 15, 2020</td>
</tr>
</tbody>
</table>

Year 2 (2020)

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – March 2020</td>
<td>April 15, 2020</td>
</tr>
<tr>
<td>April – June 2020</td>
<td>July 15, 2020</td>
</tr>
<tr>
<td>July – September 2020</td>
<td>October 15, 2020</td>
</tr>
<tr>
<td>October – December 2020</td>
<td>January 15, 2021</td>
</tr>
</tbody>
</table>

Partners are required to submit quarterly progress reports on the above schedule, regardless of when the partner’s binding agreement began. For example, a partner with a fully executed agreement on April 21st will be required to submit the July 15th report. A partner with a fully executed agreement on June 30th will also be required to submit the July 15th report. A partner with a fully executed agreement on July 7th will not submit a report until October 15th.

Extensions
SWACH reserves the right to grant any extensions to these reporting deadlines on a case-by-case basis. All requests for report extensions must (1) be received in writing prior to the report due date and (2) must include a proposed timeline/due date for the requested extension.

To request an extension, please contact partners@southwestach.org

How should reports be submitted to SWACH?
SWACH will collect reports and supporting documents through an online portal. The online portal will allow for document submission as well as survey-type questions for attestation and measure reporting.

Partners will identify a primary contact who will be responsible for accessing the portal and submitting reports within it as part of the contract negotiation.

¹ Depending on when a partner’s binding agreement is fully executed, they may be required to submit their first Quarterly Report (due July 15, 2019) prior to submitting their Baseline Report.

² SWACH is assuming an April start date for all Year 1 (2019) activities, regardless of when partner binding agreements were fully executed. SWACH recognizes that some partners may have started activities prior to April and others may not have begun work until their agreement was fully executed, which may be after April.
Payment

How are reports tied to payments?
Each of SWACH’s required reports has an associated payment:

Year 1 (2019)

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due Date</th>
<th>Associated Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>15 days after agreement is executed</td>
<td>40% of 2019 funds</td>
</tr>
<tr>
<td>April – June 2019</td>
<td>July 15, 2019</td>
<td>20% of 2019 funds</td>
</tr>
<tr>
<td>July – September 2019</td>
<td>October 15, 2019</td>
<td>15% of 2019 funds</td>
</tr>
<tr>
<td>October – December 2019</td>
<td>January 15, 2020</td>
<td>25% of 2019 funds</td>
</tr>
</tbody>
</table>

Year 2 (2020)

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due Date</th>
<th>Associated Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – March 2020</td>
<td>April 15, 2020</td>
<td>25% of 2020 funds</td>
</tr>
<tr>
<td>April – June 2020</td>
<td>July 15, 2020</td>
<td>25% of 2020 funds</td>
</tr>
<tr>
<td>July – September 2020</td>
<td>October 15, 2020</td>
<td>25% of 2020 funds</td>
</tr>
<tr>
<td>October – December 2020</td>
<td>January 15, 2021</td>
<td>25% of 2020 funds</td>
</tr>
</tbody>
</table>

SWACH will release the associated payment for each report after the review process has been completed. Generally payments will be disbursed six to eight weeks after acceptance of a complete report. Failure to submit timely or complete reports may result in delayed payment for that quarter. SWACH may follow up with partners to request additional information if reports are incomplete.

SWACH will make reasonable efforts to accommodate unforeseen challenges in implementation or shifts in approach that are consistent with overall project goals, providing these changes are communicated to SWACH as soon as possible after they have been identified.

All notification or requests to change the SOW must be sent to SWACH: partners@southwestach.org

*Payment at Risk
The final report and associated payment for each year is tied to partners successfully completing agreed upon milestones or reaching agreed upon outcomes, as outlined in their individual scopes of work. SWACH will provide additional details about associated payments under separate cover.

Will reports be reviewed or scored?
SWACH will follow a two-step process for all partner reporting: (1) ensuring submitted reports were complete and timely, and (2) reviewing report content. See Attachment B for additional details on the review process.

Complete and Timely Submission
Quarterly progress reports will be considered complete if all required questions have been answered and all requested information is provided in sufficient detail for SWACH to monitor a partner’s progress

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3 SWACH is assuming an April start date for all Year 1 (2019) activities, regardless of when partner binding agreements were fully executed. Year 1 (2019) ends December 31, 2019. SWACH recognizes that some partners may have started activities prior to April and others may not have begun work until their agreement was fully executed, which may be after April.
toward their scope of work. This may include standard information requested in quarterly progress report templates as well as additional clarification or documentation that SWACH may request as needed. Some elements are required quarterly, others will be semi-annual or annual.

Additionally, reports will be considered **timely** if they are submitted by the due dates listed above.

SWACH will send partners administrative notification when their reports are received, with the results of the timely and complete review, and when the content review is complete and their payments have been released. SWACH may also follow-up with partners to ask clarifying questions about report content.

**Changes to Reporting Requirements**

SWACH reserves the right to modify reporting requirements in the future, to reflect changes to scope of work or HCA requirements. In addition to these reporting requirements, SWACH also reserves the right to conduct site visits, inspect organizational records, or request additional information from partners as needed to support SWACH monitoring, reporting and evaluation efforts.

SWACH will continue to update this document and provide notice to partners as Quarterly Progress Report templates and instructions are available.
Attachment A: Baseline Report Template

This attachment provides the draft baseline report template as of April 9, 2019. The final baseline report that partners are asked to complete may shift slightly. Partners must complete the baseline report online, using the link SWACH will provide. An electronic copy of this document will not be accepted.

Note the template below includes questions for both clinical and community serving organizations, but the online survey skip logic will only display the appropriate questions for each partner based on the response to Q1.1.

**SWACH Partner Reporting - Baseline Report**

Start of Block: Organization Information

Q1.1 I am a (choose one):

- [ ] Clinical organization
- [ ] Community serving organization

Q1.2 Organization name:

________________________________________________________________

Q1.3 Contact person:

________________________________________________________________

Q1.4 Contact email:

________________________________________________________________

Q1.5 Contact person is the assigned Medicaid Transformation Project (MTP) project manager?

- [ ] Yes
- [ ] No

End of Block: Organization Information
Start of Block: Clinical Organization Questions

This information is being requested to meet Washington Healthcare Authority reporting requirements for all Accountable Communities for Health.

Measure specifications may be found in Appendix K of the DSRIP Measurement Guide, available online at https://www.hca.wa.gov/assets/program/mtp-measurement-guide.pdf

Q2.1 Please list the names of all clinics or sites participating in Medicaid transformation activities under your binding agreement with SWACH:

<table>
<thead>
<tr>
<th>Clinic 1</th>
<th>Clinic 2</th>
<th>Clinic 3</th>
<th>Clinic 4</th>
<th>Clinic 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic name</td>
<td>Clinic name</td>
<td>Clinic name</td>
<td>Clinic name</td>
<td>Clinic name</td>
</tr>
</tbody>
</table>

Q2.2 Commitment to continue serving Medicaid

☐ I attest that our organization is committed to continuing to serve Medicaid members.

End of Block: Clinical Organization Questions

Start of Block: Clinical Project questions

Q3.1 All clinics / sites participating in SWACH integration activities are required to submit quarterly updates of the Maine Health Access Foundation's integration self-assessment or "MeHAF".

If this does not apply to your organization, please check the box below to move to the next section of the baseline report.

☐ I attest that my organization is not participating in integration activities as part of our agreement with SWACH.

Q3.2 For all clinics / sites participating in SWACH integration activities:

Please complete a MeHAF assessment and upload all numeric responses using this template [link]. The MeHAF assessment tool can be found at [link].
If a clinic/site has completed the MeHAF since June 2018, it can submit that completed version and does not need to re-complete the process at this time.

[upload widget]

Q4.1 All clinics/sites participating in SWACH **opioid use disorder prevention and treatment activities** are required to submit quarterly responses to the questions below.

If this does not apply to your organization:

I attest that my organization is not participating in opioid use disorder activities in our work with SWACH

Q4.2 For all clinics/sites participating in **opioid activities**:

Do providers at this site/clinic utilize any of the following opioid prescribing guidelines? **Select all that apply.**

<table>
<thead>
<tr>
<th></th>
<th>AMDG / Washington State</th>
<th>Bree Collaborative</th>
<th>Centers for Disease Control (CDC)</th>
<th>Other</th>
<th>None of the above</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Clinic 1]</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>[Clinic 2]</td>
<td></td>
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<tr>
<td>[Clinic 3]</td>
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<tr>
<td>[Clinic 4]</td>
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</tr>
<tr>
<td>[Clinic 5]</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Q4.3 If you answered "other" above, please describe:

__________________________________________________________________________
Q4.4 Does your practice/clinic’s clinical decision support for opioid prescribing guidelines include any of the following features? *Select all that apply.*

Note: Clinical decision support may occur through the EHR or through another system. Guidelines could include AMDG/Washington State, Bree Collaborative, CDC, or others.

<table>
<thead>
<tr>
<th>Clinic 1</th>
<th>Integrated morphine equivalent dose (MED) calculators</th>
<th>Links to opioid prescribing registries or Prescription Drug Monitoring Programs (PDMPs)</th>
<th>Automatic flags for co-prescriptions of benzodiazepines</th>
<th>None of the above</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
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<tr>
<td>Clinic 2</td>
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<td>Clinic 3</td>
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<tr>
<td>Clinic 4</td>
<td>[ ]</td>
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<tr>
<td>Clinic 5</td>
<td>[ ]</td>
<td>[ ]</td>
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<td>[ ]</td>
</tr>
</tbody>
</table>
Q4.5 What protocols are in place to provide a pathway for patients with opioid use disorder to be evaluated for behavioral health interventions? *Select all that apply.*

<table>
<thead>
<tr>
<th>Clinic</th>
<th>Screening and treatment occurs on site for depression and anxiety</th>
<th>Screening occurs on site for depression and anxiety, and patients are referred for treatment</th>
<th>Contracting with providers who offer these services</th>
<th>Formalized referral relationship (through MOU or similar arrangement) with providers who offer these services</th>
<th>Informal referral relationships with providers who offer these services</th>
<th>None of the above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic 1</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Clinic 2</td>
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<td>□</td>
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</tr>
<tr>
<td>Clinic 3</td>
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<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Clinic 4</td>
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<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Clinic 5</td>
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<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
Q4.6 What protocols are in place to provide a pathway for all patients with opioid use disorder to be evaluated for medication-assisted treatment (MAT)? *Select all that apply.*

<table>
<thead>
<tr>
<th>Medications are provided on site</th>
<th>Contracting with providers who offer these services</th>
<th>Formalized referral relationship (through MOU or similar arrangement) with providers who offer these services</th>
<th>Informal referral relationships with providers who offer these services</th>
<th>None of the above</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Clinic 1]</td>
<td>☐</td>
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</tr>
<tr>
<td>[Clinic 2]</td>
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</tr>
<tr>
<td>[Clinic 5]</td>
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</tr>
</tbody>
</table>

Q5.1 For organizations that have an *Emergency Department* and are participating in opioid activities, please complete this section.

If this does not apply to your organization:

☐ Not applicable

Q5.2 Does your Emergency Department have protocols in place to initiate Medication Assisted Treatment (MAT) and offer take-home naloxone for individuals who are seen for opioid overdose? *Select all that apply.*

- ☐ MAT initiation
- ☐ Take home naloxone
- ☐ Our ED does not offer these services

End of Block: Clinical Project questions
Q6.1 Does your organization have protocols in place to refer people with opioid use disorder to providers of medication-assisted treatment (MAT)?

- Yes
- No

Q6.2 Does your organization refer people with opioid use disorders for psychosocial care?

- Yes
- No

Q6.3 Does your organization actively refer people with opioid use disorder to a Hub & Spoke network or Opioid Treatment Network (OTN) where both medication and behavioral health treatments are available? Select one.

- Yes, via warm handoff
- Yes, via providing information
- No, we provide these services on site
- No, we do not refer for another reason

Q6.4 Optional: If you answered “no, we do not refer for another reason”, please provide reason for not referring to or offering services:

________________________________________________________________
Q6.6 Did your organization receive technical assistance to organize or expand a syringe exchange program, or to learn about locally available access to clean syringes?

- Yes, to organize and expand
- Yes, to learn about access
- No, we did not receive technical assistance

Q6.7 Optional: If your organization did not receive technical assistance, describe any needed or desired technical assistance related to syringe exchange programs:

________________________________________________________________________

Q6.8 Does your organization provide referral information for clients interested in testing or treatment for Hepatitis C and HIV?

- Yes, via warm hand-off
- Yes, via providing information
- No, we provide these services on-site
- No, we do not refer for another reason

Q6.9 Optional: If you answered "no, we do not refer for another reason", please provide reason for not referring to or offering services:

________________________________________________________________________

End of Block: CSO Project Questions