

**Utilization, Quality and AIMS Reviews Request for Proposals (RFP)**  
**RFP # 0712071036**  
**OFFICIAL RFP AMENDMENTS**  
**April 3, 2008**

The following are modifications which should be incorporated into the New York State Department of Health RFP entitled, Utilization, Quality and AIMS Reviews, issued February 11, 2008. In the event of any conflict between the RFP and these amendments, the information in these amendments will prevail.

Part	Page	Paragraph	Current Language	Corrected Language (in bold)
A	24	1	The Department has established a utilization review initiative for home-based services (including, but not limited to Certified Home Health Agencies (CHHAs) and personal care services).	Delete the phrase (including, but not limited to Certified Home Health Agencies (CHHAs) and personal care services): <b>The Department has established a utilization review initiative for home-based services.</b>
A	24	2	The UR/QI agent will perform the following tasks:	Insert new first bullet: <ul style="list-style-type: none"> <li>• <b>Develop and test criteria and protocols for retrospective utilization review of long-term Certified Home Health Agency (CHHA) services provided for Medicaid beneficiaries in their home. Long-term services are considered to be CHHA services provided for at least 120 days consecutively or more. During the first year of this project, the UR/QI agent will develop criteria and protocols for the Department's review and approval and test the protocols for meaningful results.</b></li> </ul>
A	24	First bullet	<ul style="list-style-type: none"> <li>• Conduct surveys and medical record reviews [in home-based service agencies] treating Medicaid beneficiaries.</li> </ul>	Replace "in home-based service agencies" : <ul style="list-style-type: none"> <li>• Conduct surveys and medical record reviews <b>of long-term CHHA services received by</b> Medicaid beneficiaries.</li> </ul>
A	41	7 <sup>th</sup> bullet	<ul style="list-style-type: none"> <li>• Description of the plan to conduct retrospective utilization review of [home-based] services, including development of</li> </ul>	Replace "home-based": <ul style="list-style-type: none"> <li>• Description of the plan to conduct retrospective utilization review of <b>long-term CHHA</b> services, including development of review criteria and methodology for data collection.</li> </ul>

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			review criteria and methodology for data collection.	
A	12	1	Pending regulatory approval, the contractor will also develop a program to pilot a prior approval process for extended home-based services for Medicaid beneficiaries.	<b>The Department is withdrawing this project from the RFP. The Department is not advancing regulations to support prior approval of Certified Home Health Agency services. All references to the Prior Approval of Home-Based Services should be deleted. See Forms Attachments in Word format on website for revised forms.</b>
A	13	2	Pending regulatory approval, the UR/QI agent will develop a program to pilot a new prospective review process for prior approval of extended home-based services for Medicaid beneficiaries.	
A	25 – 26	3 and all bullets	Entire section titled: 2. Prospective Case Review with Prior Approval	
A	27	N. Staff Recruitment and Training	Registered professional nurse reviewers working on home-based services retrospective UR [or prospective prior approval of long-term home-based services] will have a working knowledge of home health services, plans of care and client home care needs.	
A	31	Section b.	b. Prior Approval of Extended Home-Based Services (approximately 30,000 cases)	
A	42	5	Moreover, the bidder should demonstrate that the personnel (i.e., RN reviewer, physician confirmation) conducting the home-based services retrospective UR component [and pilot home-based services prior approval process] have extensive experience and expertise in the home care	

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A	47	3	setting. The bidder's understanding of the nature, scope and purpose of the various required reviews, quality improvement projects (QIPs) and home-based services utilization review [and prior approval process] will also be evaluated.	
A	48	6 <sup>th</sup> bullet	<ul style="list-style-type: none"> <li>Methodology and criteria for developing and implementing a home-based services UR plan [and a future prior approval process for extended home-based services];</li> </ul>	
A	76	8 <sup>th</sup> row Cost Proposal Form	Prior Approval	
A	77	Category 3 (III.O.3.b.)	Home-based Services Prior Approval	
A	81	5 <sup>th</sup> row	Home-Based Services Prior Approval	
A	76	Cost Proposal Form 1	Special Studies/Consultant Reviews	This row is deleted. See Forms Attachments in Word format on website for revised form.
A	76	Cost Proposal Form 1	Unanticipated Work	This row was partially shaded to indicate that it is not a part of the QIPs. See Forms Attachments in Word format on website for revised form.
A	81	Technical Proposal Form 1	Contract Year	Contract <b>Period</b>
A	81	Technical Proposal Form 1	ACTIVITY	Add asterick and note: ACTIVITY* <b>* PLEASE NOTE: Staffing for Unanticipated Work is not required</b> See Forms Attachments in Word format on website for revised form.

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A	81	Technical Proposal Form 1	No shaded divider rows in table	3 shaded divider rows were added: <b>Utilization and Review:</b> <b>Home-Based Services:</b> <b>Quality Improvement:</b> See Forms Attachments in Word format on website for revised form.
A	81	Technical Proposal Form 1	U.R. Medical Record Reviews  Home-Based Services Retrospective Case Reviews  Home-Based Services Prior Approval	Replace with: <b>Chart Reviews</b>  Replace with: <b>Retrospective Case Reviews</b>  Should be deleted See Forms Attachments in Word format on website for revised form.
A	30	6	In addition, the Department will select 2,000 additional cases for validation.	Replace with: In addition, the Department will select <b>2,100</b> additional cases for validation.
A	78	Cost Proposal Form 1.2	Include a work plan & schedule of deliverables for each QIP	This row and instruction was deleted. The work plan and schedule of deliverables should not be included with Cost Proposal Form 1.2. The work plan and schedule of deliverables for QIPs should be submitted in the Technical Proposal as described on pages 40 – 42 of the RFP.
A	170	Attachment 21 – Proposal Checklist	Some items were not included in the list of required documents for Technical Proposal Part A Technical Proposal: 3. Required Forms - Bidders' Assurances – Attachment 2 - Vendor Responsibility Attestation – Attachment 5 - Technical Proposal Forms – Attachment 8 - NYS Taxation and Finance Form (ST-220-CA) – Attachment 10	Replace with: Technical Proposal: 3. Required Forms - Bidders' Assurances – Attachment 2 - Vendor Responsibility Attestation – Attachment 5 - Technical Proposal Forms – Attachment 8 - NYS Taxation and Finance Form (ST-220-CA) – Attachment 10 <b>- NYS Taxation and Finance Form (ST-220-TD) – Attachment 9</b> <b>- Medicaid Confidential Data/Protected Information Privacy Language – Attachment 20</b>
A	82	Technical Proposal Form 2	Contract Year	Replace with: Contract <b>Period</b>
B	185	2	- Use a type size of twelve (12) or larger.	Replace with: - Use a <b>font</b> size of twelve (12) pt. or larger <b>for all narrative text. Tables and charts are not required to be in 12 pt. font.</b>

Part	Page	Paragraph	Current Language	Corrected Language (in bold)
B	185	2	- Pages must be double-spaced, except where otherwise indicated.	Replace with: - Pages <b>may be single-spaced. Tables and charts are exempt from formatting requirements but must be easily readable.</b>
B	186	4	The Executive Summary, [not to exceed two (2) pages,] will include a clear and concise summary of the proposed approach to the scope of work and the proposed staffing structure.	Replace with: The Executive Summary, <b>which may use single spacing</b> , will include a clear and concise summary of the proposed approach to the scope of work and the proposed staffing structure. The Executive Summary shall generally describe the capabilities and planned roles of any proposed subcontractor(s). <b>There is no page limitation for the Executive Summary.</b>
B	251	Attachment 15; Columns 5 - 10	Columns are labeled: Adolescent Males 13+ DACs, nonDACs, CHCs Adolescent Females 13+ DACs, nonDACs, CHCs Adolescent Males 13+ DTCs Adolescent Females 13+ DTCs Adolescent Males 13-21 Adolescent Females 13-21	Columns should be labeled: <b>Males 13+, DACs, nonDACs, CHCs</b> <b>Females 13+, DACs, nonDACs, CHCs</b> <b>Males 13+, DTCs</b> <b>Females 13+, DTCs</b> Adolescent Males 13-21 Adolescent Females 13-21
B	260	Cost Proposal Form 1.1	Other Data Costs (Specify what included here*)  **TOTAL CONTRACT BID (Annual Bid times five years plus start-up costs)	Remove asterisks: <b>Other Data Costs (Specify what included here)</b>  <b>TOTAL CONTRACT BID (Annual Bid times five years plus start-up costs)</b> See Forms Attachments in Word format on website for revised form.
B	261	Attachment 20	Some items were not included in the list of required documents for Technical Proposal Part B	Add to list of bulleted items: - <b>Signed Bidder's Assurances Statement (Attachment 2)</b> - <b>NYS Taxation and Finance Form (ST-220-CA) – Attachment 8</b> - <b>NYS Taxation and Finance Form (ST-220-TD) – Attachment 7</b>