

December 27, 2012

Dear MLTC Plan:

On November 30, 2012 the Department issued documents developed to provide Managed Long Term Care Plans with a standardized process to enter into administrative agreements with entities for the provision of Care Management Services. The processes and submission requirements are similar to existing Provider Contract and Management Services Agreement Guidelines, and are referred to as Care Management Administrative Services (CMAS) Contract Guidelines.

The documents have been updated and are being distributed. Changes are summarized as follows:

- Section I of the CMAS Contract Guidelines identifies an effective date as September 1, 2012. That date is corrected to December 1, 2012. A typographical error is also corrected.
- Section III of the CMAS Contract Guidelines for MLTC Plans contains mandatory contract provisions that are replicated in the CMAS Standard Clauses. A number of edits to Section III of the Guidelines were not extended to the applicable item in the Standard Clauses document.
- The certification form has NOT been updated from the previous distribution.

Questions should be directed to the attention of your Plan Manager.

Sincerely,



Mark Kissinger
Director, Division of Long Term Care
Office of Health Insurance Programs

Enclosures

cc: DOH Plan Managers