

# **NEW Provider Training**



Transforming the health of the community, one person at a time

## **Welcome to CalViva Health!**



We are pleased to provide this orientation that includes tools and resources to assist you and your staff in caring for our Medi-Cal members.

### Topics Included:

- About CalViva Health & Our Role
- About Health Net & Centene
- Provider Relations Team
- Provider and Member Support Services
- Medi-Cal Operations Guide, Provider Toolkit, Provider Communications
- Medi-Cal Enrollment and Eligibility Process
- Medi-Cal Sample ID Card
- Request for PCP/PPG Change
- Staying Healthy Assessment
- Medi-Cal Benefits
- Preferred Drug List (PDL) / Formulary
- HEDIS Incentives
- Health Education and Cultural and Linguistic Services
- Care Management-support for your complex and serious chronic conditions
- Member Grievances
- Medi-Cal Claims Submission
- Resources and Contacts

### **About CalViva Health**



#### Who are we:

 CalViva Health is the local health initiative health plan for the Medi-Cal program in Fresno, Kings and Madera counties. CalViva Health partners with Health Net Community Solutions, Inc. (Heath Net) to serve Medi-Cal beneficiaries in these counties.

### **Our Mission Statement:**

To provide access to quality healthcare and promote the health and well - being of the communities we serve in partnership with health care providers and our community partners. CalViva Health is committed to protecting local healthcare, with an organized system to care for Medi-Cal beneficiaries within our region.

### CalViva Health's Role



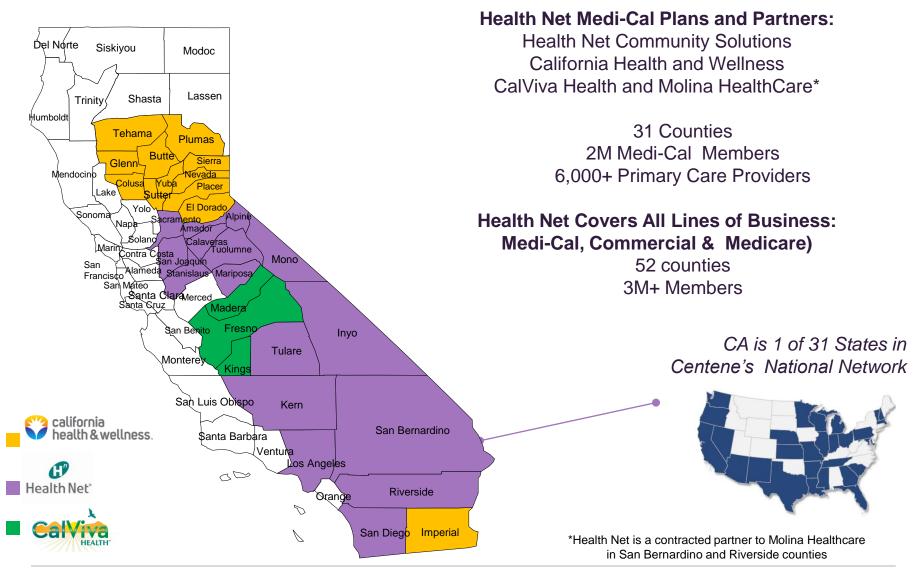
- Provides oversight of delegated and administrative functions
- Ensures standards and regulations are met
- Performs annual audit and on-going monitoring
- Reviews periodic reports
- Holds monthly management oversight meeting
- Regulatory agency liaison
- Provide a forum for member participation and engages with and supports the community

CalViva Health contracts with Health Net Community Solutions ("Health Net") to provide administrative and health care services to Medi-Cal members on CalViva Health's behalf

\*If you are a provider contracted with <u>CalViva Health</u> though a delegated medical group, please note:

Providers contracted with delegated medical groups must follow the medical group's policies and procedures for claims, authorizations, appeals, and referring patients for case management. If you have questions please reach out to your Medical Group Provider Contact.

# Health Net: Local Accountability with National Capability



**Health Net's Provider Relations Offers** 

**Support to CalViva Health** 

We believe in transforming the health of the community one person at a time by offering unique, cost-effective coverage solutions for low-income populations through locally based health plans and a wide range of specialty services

Our goal is to deliver personalized and effective training, tools and other support to assist you in providing care to CalViva Health members in the most efficient and satisfying manner possible

A vital part of our Provider Relations service philosophy centers on direct personal communication with Providers, and we welcome your feedback

#### Products we support:

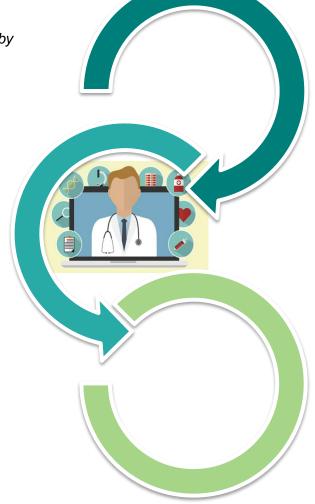
Medi-Cal, Medicare, Commercial (On and Off Exchange)

#### Services we offer:

- In person Support
- Operational Support to resolve process or other issues
- Liaison to Internal Departments (ex. Claims, Eligibility)
- Training and Education In person or webinars
- Reference Materials and Tools

Thank you for allowing us the opportunity to assist in making your experience with CalViva Health and Health Net a positive one

You can reach our team @HN Provider Relations@healthnet.com



### **Provider and Member Services**





Customer Service Center (888) 893-1569

CalViva Health contracts with Health Net to manage CalViva Health members. CalViva Health has a dedicated call center available 24 hours per day, 7 days a week for Providers and Members.

CalViva Health contracts with Health Net to provide operational support. All provider needs are managed by Health Net and we encourage you to register on the Health Net Provider Portal at www.healthnet.com

Most operational needs can be handled on-line:

- Verify eligibility
- Check claims status
- Access the Medi-Cal Recommended Drug List
- Access our Provider Library:
- o Provider Operations Manual
- Network Updates
- Training Materials
- Medical Contact and Resources

•We are here to help answer your questions

### Care Support

- Care Management Support (Chronic Disease/Case Management)
- Transportation
- Interpreter Services
- Gateway to Nurse Advice Line
   Administrative Support
- Eligibility
- Benefits
- o Claims
- PCP Change
- Grievances
- Disputes/Appeals

Provider Web Support (866) 458-1047

## **Keeping You Informed ....**



### **Medi-Cal Operations Guide**

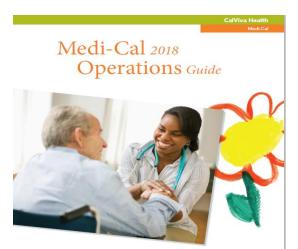
- Hard Copy distributed upon contracting with Health Net or by request
- Electronic version accessible through the Health Net provider portal

### **Medi-Cal Provider Toolkit**

- Education and Operational Tools
- Medi-Cal Contacts and Resources

#### **Provider Communications**

- Provider Updates are sent via fax or mail to inform you of important operational, regulatory or contractual changes
- Also available on-line at www.healthnet.com





All Provider Communications, Tools and Resources can be found on our Provider Portal at

https://healthnet.com/portal/provider/home.ndo

# Medi-Cal Enrollment and Eligibility Process



People who meet Medi-Cal eligibility requirements typically fall into two categories:

- Mandatory Enrollment Aid Categories (No Share of Cost)
- Voluntary Enrollment Aid Categories

Health Care Options (HCO) is the enrollment contractor that works with DHCS to manage the enrollment process. HCO helps people understand Medi-Cal benefits and the different managed care options available to them.

- Beneficiaries who do not choose a health plan on the Medi-Cal Choice Form are assigned to Health Plans by the HCO based on DHCS criteria ("default" membership)
- Beneficiaries who have selected or been assigned by DHCS to CalViva Health, but neglected to select a PCP will be assigned a PCP (auto-assignment). CalViva Health uses member's zip code, language preferences and other criteria to try and make the best selection on behalf of the member

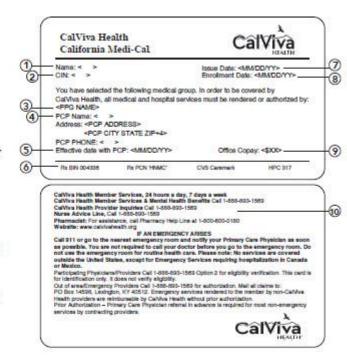
The process to determine eligibility and complete assignments typically takes between 15-45 days. Patients who want to enroll in CalViva Health can call our **enrollment service line at (877) 618-0903** 

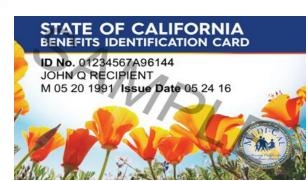
### There are multiple ways to check a members' eligibility status:

- o www.provider.healthnet.com
- o www.dhcs.ca.gov
- o CalViva Health Provider Services (888) 893-1569
- o Medi-Cal AEVS (800) 456-2387
- EDS Point of Service Device

### Medi-Cal Member Identification Card

- 1. Name Name of member.
- 2. CIN State-assigned Client Index Number (CIN).
- PPG Name Name and telephone number of the participating physician group (PPG) to which the member is assigned, if applicable.
- PCP Information Name, address and telephone number of the member's assigned primary care physician (PCP) or federally qualified health center (FQHC)/rural health clinic (RHC), if applicable.
- Effective Date with PCP Date the member was assigned to the PCP or FQHC/RHC, if applicable.
- Pharmacy Information Contact and claims information for prescription medication processing vendor.
- 7. Issue Date Date the ID card was issued.
- 8. Enrollment Date Date the member was enrolled with CalViva Health.
- 9. Copayment Out-of-pocket expense the member is required to pay for covered services (varies by plan).
- Important Telephone Numbers CalViva Health contact telephone numbers.
- Standard practice is for all members being seen at your practice to have eligibility reviewed at each visit
- Verifying eligibility on both <u>www.medi-cal.com</u> and <u>www.healthnet.com</u> will result in proper and timely payment
- Eligibility can also be verified by calling Customer Service at (888) 893-1569





# Request for PCP/PPG Change



Members have the right to change PCP's every 30 days, though it is not encouraged. PCP changes vary by PPG policy. Please check with your assigned PPG. If a member presents in your office and your name does not appear on their ID Card, you can have a member complete a Request Form to have the member re-assigned to your practice. Members must attest to the questions on the Request form. If all are answered NO then a PCP change can be made. If member has received services by another provider the change will become effective the following month.

### Request for PCP Change Form

If faxed on Date of Service:

- Requires Member Signature
- Requires Member ID#
- Member must answer NO to all questions regarding prior services rendered
- Takes up to six days to update in the Health
   Net system

Members can request PCP change prior to their visit by calling:

CalViva Health Member Services (888) 893-1569



#### Request for PCP/PPG Change Form

New PCP Name:							
Location:							
License/ Clinic#:							
PPG Name:							
Reason For request:							
Member's Name	Date of Birth	CIN	#				
1							
2							
3							
Please check Yes or No:			Yes	No			
Is the member currently hospitalized?							
Is the member in her 3rd trimester of pregnancy?							
Did the member receive any services with the assigned PCP/PPG?							
Is the member currently receiving treatment?							
Is the member scheduled to receive future treatment (surgery, special	list care, etc.)?						
Has the member recently delivered a baby within the past 60 days?							
Does the member have an infant less than 60 days old who is currently in the hospital?							
Did the member receive any services in the emergency room?							
Please read Dischaimer: Any prior sutherizations submitted to or approved by the existing PCP/PPG will no longer be valid with the new PCP/PPG. If a member becomes hospitalized prior to the effective date of change, the member will be changed back to existing PCP/PPG until the episode of care is complete. If the mother of a newborn request a PCP/PPG change prior to her first post-partum visit, (which usually occurs within 40 days of delivery), the change cannot be processed. (Only exception is if the requested PCP is in the same PPC).							
Member's Signature:			_				
Member's Address:			_				
Member's Phone #:							
Name of Staff Member Completing Transfer:							
Staff Member's Phone #:Ext. #:	Fa	x #:					
Additional Information:(Please check gone)							
Today's Date:/ Fax E-mail Effective Date:// OFFICE USE:							
Date change entered://	Rep's Nam	E		_			

Fax request to: Carviva Health
Medi-Cal Member Services
(818) 676-5161 or (818) 676-5494
(800) 281-2999
Email request to:
SHPPROVIDERREQUEST@healthnet.com

# **DHCS Staying Healthy Assessments**



Primary Care Physicians should reach out and establish a relationship with all newly assigned Members. All new members must receive an Initial Health Assessment within 120 days of enrollment per DHCS guidelines

- New members should receive an IHA (Initial Health Assessment) within 120 days of enrollment in Medi-Cal or upon assignment to your practice
- DHCS requires that Medi-Cal providers use the applicable Age-Group specific Staying Health Assessment (SHA) form (including senior members) to document annual visit assessments
- IHA and SHA forms can be downloaded at <u>https://healthnet.com/portal/provider/home.ndo</u>
   or on the DHCS website at: <a href="https://www.dhcs.ca.gov">https://www.dhcs.ca.gov</a>
- All completed forms must be placed in the member's medical record
- For any members with mild to moderate substance use disorders, the provider should also complete an SBIRT (Screening, Brief Intervention for Alcohol and Referral for Treatment) to address specific conditions and future treatment recommendations

### **Staying Healthy Assessment**

(Staying Healthy Assessment)

12 - 17 Years (12-17 Years)

Na	me (first & last)	Date of Birth	Female	Today	's Date	Grade	in School:
,	Jame Doe	04-01-99	Male	9-10	-13		9
	son Completing Form	Parent Relat	tive 🗌 Friend	Gua	ardian		l Attendance
	Self	Other (Specify)				Regula	ar? 🖫 Yes 🗌 No
ans	ase answer all the questions on this j wer or do not wish to answer. Be su thing on this form. Your answers w	re to talk to the doct	or if you have q	juestioi	ıs about		Need Interpreter?  Yes No  Clinic Use Only:
1	Do you drink or eat 3 servings of ca	llcium-rich foods dail		(Yes)	No	Skip	Nutrition
2	Do you eat fruits and vegetables at (Eats fruits and vegetables at least 2 times per da			Yes	No	Skip	
3	Do you eat high fat foods, such as fi pizza more-than once per week? (Eats high fat foods more than once per week?)	ried foods, chips, ice	cream, or	No	(es)	Skip	
4	Do you drink more than 12 oz. (1 so sports drink, energy drink, or sweet (Drinks more than 12 oz. per day of juice/sports/	ened coffee drink?	,	No	(es)	Skip	
5	Do you exercise or play sports most (Exercises or plays sports most days of the week!	•		(res)	No	Skip	Physical Activity

# **Common Benefit Offerings**



Consult the Provider Operations Manual for more specifics

Medical Services Offered by CalViva Health	Behavioral Health Services
Care Management Services	MHN is responsible for <b>Mild to Moderate Services</b> Call MHN 1-888-935-5966 for more details
Dental Services (limited to certain counties)	Attention Deficient Disorder and Autism testing
Durable Medical Equipment	<ul> <li>Individual/group evaluations and treatment (psychotherapy)</li> </ul>
Emergency Ambulance	Outpatient services (labs, medication and supplies)
Emergency Care	Outpatient services to monitor medication therapy
Family Planning, incl Therapeutic and elective pregnancy termination	Psychiatric services
Gender Alignment	Psychological testing
Health Education Material/Education	Moderate to Severe Services are provided by the County
Home Health Care/Hospice	Services Provided by County Agencies
Hospitalization	CCS-eligible conditions
Interpreter Services	Moderate to Severe Behavioral Health Services
Maternity and Newborn Care	Services provided at Regional Health Centers
Acupuncture	Non-Covered Services
Podiatry Services	Cosmetic Surgery
Prescription/over the counter drugs	Routine Circumcisions
Routine adult and pediatric examinations	Services to reverse surgically-induced infertility
Skilled Nursing Facility	Services provided outside of the United States, except for emergency services requiring hospitalization in Canada or Mexico
Specialist Consultations	
Transportation, Non-medical, authorized	
Vision services	

## Free Transportation for CalViva Health Members

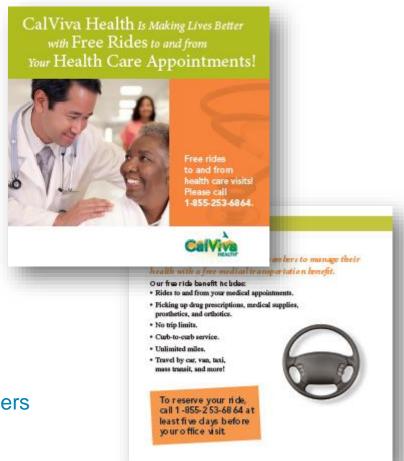


### Benefits available:

- Rides to and from medical appointments
- Picking up drug prescriptions, medical supplies, prosthetics and orthotics
- No trip limits
- Curb to curb services
- Unlimited miles
- Travel by car, van, taxi, mass transit & more

### To request call (855) 253-6864

- At least 5 days in advance
- Provide member ID#, name, address,
   appointment date/time and pick-up time/place
- Request can be made by providers and members



# **Preferred Drug List (PDL) / Formulary**



Accessible in full version on the provider portal

Page 1 of 2

- Updated monthly
- Certain over the counter medications may be covered with prescription
- Certain prescriptions may require authorization
- Refer to the Provider Operations Manual for more specifics

HN Pharmacist & Physician Services (800) 548-5524

Prior Authorization Envolve Services (800) 867-6564 option 2

Prior Authorization Fax Form (800) 977-8226

After-hours Urgent Request (800) 600-0180

#### PRESCRIPTION DRUG PRIOR AUTHORIZATION REQUEST FORM

Ian/Medical Group Name:   Plan/Medical Group Phone#: ()				)				
Instructions: Please fill out all important for the review, e.g. cl	applicable se	ctions on both p ab data, to supp	pages com	npletely and legibly ior authorization re	. Attach quest.	any addition	onal d	ocumentation that is
Patier	nt Information	n: This must b	e filled o	ut completely to e	nsure H	IPAA com	plian	ce
First Name:		Last Name:		MI: Phone Number:			ber:	
Address:			City:				ate:	Zip Code:
Date of Birth:	☐ Male ☐ Female	Circle unit of Height (in/or		Weight (lb/kg):		Allergies:		
Patient's Authorized Represent	tative (if appli			Authorized Repre	sentativ	e Phone N	lumbe	r.
		In	surance	Information				
Primary Insurance Name:				Patient ID Number	er:			
Secondary Insurance Name:				Patient ID Number	er:			
		Pr	rescriber	Information				
First Name:		Last Name:				Specialty	ŗ.	
Address:			City:			Sta	ite:	Zip Code:
Requestor (if different than pre-	scriber):		•	Office Contact Person:				
NPI Number (individual):			Phone Number:					
DEA Number (if required):			Fax Number (in HIPAA compliant area):					
Email Address:				l				
		Medication / Me	edical and	d Dispensing Infor	mation			
Medication Name:								
☐ New Therapy ☐ Renewal If Renewal: Date Therapy Initia				Duration of Therap	y (speci	fic dates):		
How did the patient receive the Paid under Insurance Nan Other (explain):				Prior Auth N	Number (	if known):		
Costa (explain).								
Dose/Strength:	Frequ	ency:		Length of Therap	y/#Refill:	5:	Quant	tity:
Administration:	☐ Inject	tion 🔲 IV		Other:				
Administration Location:	Ho	tient's Home me Care Agend		Long Term Ca				
Ambulatory Infusion Center		tpatient Hospita	ai Care					

New 08/13

# **HEDIS Incentive Programs**

CalViva Health and Health Net believe in improving the health of our members, one person at a time We offer supplemental payments to providers in recognition for their efforts to improve quality outcomes of our members.

### HEDIS Incentive Program (PCPs eligible)

- o \$50-\$150 for completion of certain HEDIS services, as evidenced by claim or encounter submission
- o Measures must be completed within the applicable measurement year
- o Services must follow HEDIS measurement guidelines and requirements
- o Care Gap reports showing members in need of services are delivered to providers on a routine basis

Please contact Provider Relations at @HN\_Provider\_Relations@healthnet.com for more information, request training, or have questions about forms or Care Gap Reports

\*\*\*incentive Programs may vary by county and product, and additional eligibility requirements may apply.

# Health Education and Cultural and Linguistic Services



### Health Education

Health Education department has free programs, services and resources for members and providers

- Free health education classes to provider groups, schools, hospitals and community based organizations
- Free health screenings at health fairs
- Member Newsletter
- Pregnancy Program
- Preventative Screening Guidelines
- California Smoker's Helpline
- Fit Families for Life-Be in Charge
- myStrength Program-Online Mental Wellness
- T2X- Health texting reminders for teens and young adults
- Order forms for education materials are available by calling (800) 804-6704

### **Cultural & Linguistic Services**

Helps ensure that materials and interpreter services are available in member's language

### **Interpreter Services**

- Free health education material in threshold languages
- Request interpreter service (888)893-1569
- 24-hour access at no cost
- 72-hour notice for in person interpreter service request
- Qualified interpreters trained on health care terminology

Interpreter education materials are available by calling our *Cultural & Linguistic Services*Department (888) 893-1569

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# Support for your members with complex or serious chronic conditions



### Care Management Services

Any provider as well as a member or caregiver can request assistance

Our Care Management team can assist with specific health conditions as well as provide resources for support, such as:

- Pre-natal education and service directories
- Member education: disease specific, prescription compliance, etc.
- Referrals for housing, food or other needs
- Assistance to coordinate referrals, transportation, ancillary support services (such as DME or Home Health)
- Coordinate needs for frequent Inpatient or Emergency Dept. patients

Providers submit referrals via: FAX CCM Referrals to (866) 581-0540 or email CASHP.ACM.CMA@healthnet.com

Members can request assistance directly by calling (888) 893-1569

Care Manageme	nt Referral Fo	orm			ESILU NEC	
DIRECTIONS: For Medi-Cal members fax it to 1-866-581-054		eted form to C	CASHP.ACM.C	MA@healti	hnet.com or	
Part 1: Referring Sou	rce					
First and last name:				Referral d	ate:	
Office contact person:		Telephone r	number: Fax number:		er:	
For which care manag		rvice are you ease Manage	_	rral? (check	all that apply	
Part 2: Member Inform	nation					
Member first and last r	name:		Medi-Cal ID#	Medi-Cal ID#:		
Member address:			City:		ZIP code:	
Member telephone nur	mber:					
Member diagnosis/ health condition: (Check all that apply)	Asthma Back pain Behavioral he Depress Anxiety Autism Other (s COPD Cystic fibrosis Diabetes Hemophilia Cancer HIV/AIDS Hypertension	pecify) eart failure	High-risk Prematuri delays Sickle cel Smoking Hepatitis Transplar	y-weight management isk pregnancy iturity and/or developmenta cell disease ng cessation itis olant atic brain injury		
Please check if any of  Member needs prei  Member needs dise  Member needs refe  Member needs edu	natal care education ease management/ erral for:   housing	on and suppo health coach √shelter, □ fo	rt services. ing for his/her ood, □other (s	illness or co	ondition.	

### **Member Grievances**



In the event a member has a complaint and wishes to take action, members can:

- Ask to complete a Grievance Complaint Form while in your office. Providers must have these forms readily available
- □ Call Member Services and file a verbal grievance at (888) 893-1569
- ☐ Submit a grievance online at www.calvivahealth.org
- □ California Department of Social Servicesfair Hearing Dept. (800) 952-5253 or (800) 952-8349 TDD
- □ Contact the Ombudsman Program (888) 452-8609

The Health Plan has 30 calendar (or within 72 hours if this is an urgent issue) days from the receipt of the grievance to investigate and respond to the member

M	ember Grievance/Complaint For	m	
Date:			
Please print all information.			
Complainant information:			
	( )	( )	
Name	Work Phone Number	Home Phone	Number
Address	City	State	Zip Coo
Name of person(s) related to	complainant:		•
		#	
Name		ID Number	
**		# ID Number	
Name		ID Number #	
Name		ID Number	
Nature of complaint: [Check a	all that applyl	15 millioti	
•		Member b	illing
		Accessib	
	Staff attitude	Authorizat	-
Other:			
Ошет.			
Problem statement: Date of O	Occurrence: Locatio	n:	
Describe the problem/complain			
Describe the problem complain	in in detail.		
	erage for treatment, services, or supplies of ition that has a high probability of causin		
Yes, I am reques	sting a conference:		
Use the back of this form if add	litional space is needed.		
ose are once of this form if and	and a process of the state of t		

### **Medi-Cal Claims Submission**



### Paper claims submission

Claims, tracers, adjustment request, and denial reconsideration

Health Net Community Solutions, Inc. or CalViva Health Medi-Cal Claims

P.O. Box 9020

Farmington, MO 63640-9020

### Electronic claims submission information

Electronic Data Interchange (EDI) (800) 977-3568 Clearinghouse: Caprio, HERAE and MD on-line

- Claims must be submitted within 180 days from date of service
- Claims processed within 30-45 days from date of receipt
- Providers have 1 year from date of payment/denial to appeal, contest or resubmit



### Resources





### Telephone Services

- CalViva Customer Services 1-888-893-1569
- Web Portal Support: 1-866-458-1047
- Enrollment Service Line: 1-877-618-0903
- Cultural & Linguistic Services: 1-800-977-6750
- Pharmacist/Physician Services: 1-800-548-5524
- Transportation:1-855-253-6863
- Care Management Services 1-866-801-6291
- Behavioral Health Services 1-800-289-2040



### **Internet Access**

All forms, tools and resources can be found on the Health Net Provider Portal at:

- https://healthnet.com/portal/provider/home.ndo
- All state Medi-Cal specific information can be found at www.medi-cal.ca.gov
- Provider Relations:HN\_Provider\_Relations@healthnet.com
- <u>Case Management:</u>
   <u>CASHP.ACM.CMA@healthnet.com</u>