

**Bureau of Managed Care
Managed Care Organizations
Policy / Procedures**

General Contract Monitoring

Reporting Key Position Changes

HealthChoice Illinois (HCI) and YouthCare Health plans are required to report key personnel changes (both additions and deletions) to the Department in accordance with Section 2.3 of the Contracts. HCI and YouthCare Health plans shall send written notice of such changes no later than two (2) business days after the changes occur. Notifications shall be sent via email to the BMC Office Coordinator with copy to the BMC Compliance Manager and the HFS Account Manager. Health Plans shall also submit a copy of their written notice in SharePoint as outlined below.

Per Section 2.2.3.3 of the Medicare-Medicaid Alignment Initiative (MMAI) Contract, MMAI health plans shall send written notice to the Department of such key position changes immediately, but no later than five (5) Business Days after such position becomes vacant. The health plan shall also notify Department when the position is filled and by whom. Notifications shall be sent via email to the BMC Office Coordinator with copy to the BMC Compliance Manager and the HFS Account Manager. Health Plans shall also submit a copy of their written notice in SharePoint as outlined below.

SharePoint Library Reporting:

For HCI, YouthCare and MMAI Key Position Changes, MCOs shall submit a copy of the written notice in the applicable MCO Admin and Deliverables SharePoint Library (HCI, MMAI or YouthCare) within the required timeframes outlined above and as provided in each Contract.

SharePoint Report: Key Position Changes

SharePoint Report Naming Convention: [MCO initials] Key Position Change [month] [date] [year]

Policy Specifications:

This policy applies to the following individuals in an administrative capacity, whether they are directly employed or contracted, or as otherwise identified in the Contract:

1. Chief Executive Officer,
2. Chief operating Officer,
3. Chief Financial Officer,
4. Chief Medical Officer,
5. Medical Director,
6. Chief Psychiatrist,
7. Enrollee Services Director,
8. Provider Service Director,
9. Management Information System Director,
10. Care Management Manager,
11. Long-Term Services and Supports Program Manager,
12. Community Liaison,
13. Quality Management Coordinator,

14. Utilization Management Coordinator,
15. Compliance Officer,
16. Registered Pharmacist,
17. Transition Officer,
18. Other key personnel identified by the MCO, and
19. Designated liaisons identified in Section 2.3.2

Health plans must submit the following information with each written notification:

1. Name of individual that is changing position
2. Effective Date of the transition
3. Contact information for individual that is changing position
 - a. Title
 - b. Phone Number (cell and direct line)
 - c. Email Address
 - d. Fax Number
4. When reporting a new addition, include the individual's resume.
5. When reporting an incumbent vacating a position, include the information listed above for the interim and/or permanent replacement.

Policy History
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Date:

August 2019
December 2022

Action:

Contract Clarification
SharePoint Updates

Policy Originator

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Policy Revisions

January 2023

Revision Approved

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