

SONOMA COUNTY MEDI-CAL WORKPLAN
Start Date: October 1, 2009
Updates due to IJ

TASK #	TASK DESCRIPTION	Due/# days prior to start	PHC Staff/Other Responsible	Status/Notes
1.000	Regulatory Approval		LG/All	
1.100	Federal Approval	6/1/09		
	Renew Base Federal Waiver for S/N/Y	1/1/09-6/1/09		Submitted 12/08.
	Modify Federal Waiver to include Sonoma	1/1/09-6/1/09		Submitted initial package 1/09.
	CMS Approval	6/1/09		Pending
1.200	State Approval			
	Request rates	04/01/08	JH/GE	DONE
	Accept Rates in Writing	10/01/08	MS	
	Complete Design Document/Application	06/01/08	LG	(part of Waiver process)
	State Contract Approval	04/01/09		
	PHC Legal Approval – may not need	04/01/09	JH/LG	
	PHC Signature	07/01/09	JH	
1.300	County Approval			
	Modify Solano County Ordinance	07/01/09	LG	
	Modify Napa County Ordinance	07/01/09	LG	
	Modify Yolo County Ordinance	07/01/09	LG	
	Obtain Sonoma County Ordinance	07/01/09	LG	Sonoma is reviewing drafts 1/09.
2.000	Governance		LG	
2.100	Commission structure			
	Finalize governance structure	04/01/08	JH/LG	DONE

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	PHC Commission approval	04/01/09	JH	
	Take appointments to all Boards of Sup.	07/01/09	LG	
2.200	Modify Committee Memberships	08/01/09	MK, TS/CC, MC	
	PAC (goal = 3 members), Q/UAC (goal = 2-3 members) P&T (goal = 1 MD, 1 Rx)		CC	
	Provider Advisory		MK	
	Consumer Advisory		DS/MC	
	Strategic Planning		JH/LG	
	Finance		JH/GE	
	Personnel Policies and Benefits		SM	(As needed)
3.000	Financial/Data Analysis	04/01/08- 01/01/09	GE	
3.100	Medi-Cal Activity Analysis			Done
3.110	Acquire other provider data			Done
3.120	Acquire CMAC data			Done
3.130	Identify top providers and geog. Distribution			Done
3.200	Administrative Cost Projections			In process
3.210	Development Costs			In process
3.230	Operational Costs			In process
3.300	Medi-Cal MOP Analysis			Done
3.310	Acquire MOP Data (3 years and all aid cat's)			Done
3.320	Analyze Data			Done
	Identify best base year			Done
	Determine historic trends			Done
	Establish cost, utilization, benefits			Done
3.400	Tape to Tape analysis (claim file data)			Done
3.410	Acquire claim file			Done

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3.420	Design data base analysis			Done
3.430	Review data			Done
	MOS vs MOP			
	Solano vs Napa vs. Yolo vs. Marin v. Sonoma			
	MD primary vs. specialists			
	Stop Loss			
	Age/sex factors			
	Other actuarial studies			
3.500	Financial Feasibility and Data Reports		GE	
3.520	Develop position for preliminary DHCS neg.		GE	
3.530	Preliminary Financial Feasibility		GE	
3.600	Actuarial Review		GE	
3.610	Define scope of review		GE	
3.620	Select actuary		GE	
3.630	Actuarial Report		GE	
3.633	Reinsurance Estimates		GE	
3.700	Payment Process		GE	
3.720	Capitation Payment Process (budget)		GE	
3.800	Final Health Care Cost Budget		GE	
	Commission Approval		JH/GE	
3.900	Internal Accounting Systems		GE	
3.920	Financial Reporting System		GE	
4.000	Pre-Operational Funding			
4.100	Determine Funding Needs			N/A
5.000	Delegation			
	Determine delegated activities	04/01/09	TS, DS, MK	
	Develop delegation agreements	04/01/09	QI Dept.	

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6.000	Provider Network		MK	
6.100	Provider Education	04/01/09+		
	Hold meeting with hospital MDs	10/01/08-01/01/09	MK, JH, CC, LG	
	Hold meeting with Kaiser to determine membership levels	10/01/08-01/01/09	JH, LG	
	Hold meeting with Clinic MDs	10/01/08-01/01/09	MK/JH, CC	
	Hold meeting with all other MDs	10/01/08-01/01/09	MK, JH, CC	
	Hold meetings with pharmacies	10/01/08-01/01/09	JK	
	Hold meeting with SNFs	10/01/08-01/01/09	CC/MK	
	Newsletters - Add contracted providers to list	04/01/09+	PR Dept.	
6.200	Credentialing			
	Credential providers	As contracted		
6.300	Contracting			
	Develop contract with RCHC	03/01/09	JH/LG/MK	
	Finalize Med Group/Hospital contracts	04/01/09	MK	
	Finalize PCP/Spec/Ancillary contracts	04/01/09	MK	
	Recruit/Hire Contracting Staff as needed	04/01/09	MK	
	Develop Information Packet	04/01/09	MK	
	Contracting		MK	
	Primary Care	04/01/09		
	Specialty Care	04/01/09		
	Community Clinics	04/01/09		
	Hospitals	04/01/09		
	LTC	04/01/09		
	X-ray	04/01/09		
	Lab	04/01/09		

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	Mid-Level	04/01/09		
	Vision	04/01/09		
	Ancillary Providers	04/01/09		
	Advice Nurse	04/01/09		
	MedImpact	04/01/09		
6.400	Provider Orientations	07/01/09	MK	
6.500	GeoAccess Mapping	06/01/09	MK	
	Submit Geo Access Maps on - PCPs - Hospitals - Specialists - Ancillary - Pharmacies Include spread sheet of name, address Mcal provider number etc, plus face and signature pages from signed contracts.		MK	
6.600	Capacity Survey for PCPs to DHCS	04/01/09	MK	
7.000	Quality Improvement/Utilization Management		CC/TS	
7.100	Quality Improvement			
	Conduct Site Visits	06/01/09	MK	
7.200	Utilization Review and Health Service Del.	05/01/09	TS	
	Provider Orientations (see PR chart)			
7.300	Coordinate with Medi-Cal field offices	05/01/09	TS	
7.400	Develop MOUs with HHS	05/01/09	TS/CC	
	CCS			
	CHDP			
	CPSP			
	Mental Health			
	WIC		TS/CC	

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	Regional Center		TS/CC	
	Maternal Child Health (MCH)			
	Tuberculosis Direct Observation Therapy			
	Local Health Department			
7.500	Identify providers for enhanced benefits	05/01/09	TS/MK	
7.600	Transition Pharmacy Benefit (FFS → PHC)		CC/GL	
	Pharmacy			
	Revise Pharmacy Manual	6/1/09		
	Hold Orientation Meetings	7/1/09+		
	Prescribers			
	Get FFS Utilization Data from State	7/1/09		
	Send Prescription Letters with ID'd patients And medications	8/31/09		
	Members		CC/GL/DS	
	Get data from State	7/1/09		
	Send member letters	8/31/09		
8.000	Operations/Administration			
8.100	Organizational Structure		LG	
	Modify organization chart	08/01/09	LG	
	Modify committee structure list	08/01/09	LG, MC, MK, TS/CC	
8.200	Facility			
	Identify upgrades in current facility that needed as part of expansion (for permanent buildout)	10/01/08	SM	
	Develop build-out plan	10/01/08- 01/01/09	SM	
	Work Stations	04/01/09- 05/01/09	SM	
	Wall Placement	04/01/09-	SM	

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		05/01/09		
	Wiring	04/01/09-05/01/09	SM	
	Phones	05/01/09-06/01/09	SM	
	Computer Equipment	05/01/09-06/01/09	SM/TM	
	Other Equipment	05/01/09-06/01/09	SM	
	Complete build-out	05/01/09-06/01/09	SM	
	Identify SR office space	01/01/09-02/01/09	SM	
	Interim Plan until buildout complete			
	Identify telecommunications options	03/01/09	TM	1/09: In process.
8.300	Recruitment	05/01/09	SM	
	Complete job requisitions for Sue	05/01/09	All	
	Order pc's and other equipment, as needed	05/01/09	TM	
	Define role of Regional Office Manager	02/01/09	JH/LG/SM	
8.400	Employee Planning Committee			
	Develop committee	03/01/09	SM/IJ	
	Conduct 2-3 meetings	Ongoing	SM, JH	
	Employee blog re: Sonoma issues?		TM	Done
	RAF Waiver for first month?	06/01/09	PF	
9.000	IT		PF	
9.100	Configuration: Refer to separate IT Work Group WorkPlan for detail.		PF/TM	In process. This workgroup now meeting weekly.
10.000	Member Enrollment			

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10.1	Enrollment Plan			
	Develop and finalize plan	03/01/09	DS	
	Finalize Auto Assign algorithm	02/01/09	DS/MK/IT	
	Coordinate with DSS	06/01/09	DS	
	Coordinate with SSA	06/01/09	DS	
10.2	Enrollment Materials		DS	
	Develop forms	04/01/09		
	Secure approvals	04/01/09		
	Print	05/01/09		
10.3	Information Campaign Preparation		DS	
	Prepare explanatory letter/broch/flyers	04/01/09		
	Secure approvals	04/01/09	DS/LG	
	Print	05/01/09		
	Secure meeting sites	05/01/09		
10.4	Enrollment		DS	
	1 st Letter (DHCS Notice) sent by PHC	07/01/09	DS	
	Kaiser Letter (to Kaiser patients)	08/01/09	DHCS	
	2 nd Letter (PCP Selection)	08/01/09		
	3 rd Letter (PCP Selection)	08/26/09		
	First ID card mailing	09/15/09		
	Respond to calls	Ongoing		
	Process PCP selections	09/05/09		
10.5	Member Education Campaigns			
	Prepare Member Education Plan	05/01/09		
	Secure Approval	06/01/09		
	Secure meeting sites	06/01/09		
	Informational Meetings	Ongoing		
	News Releases	08/01/09		
	Radio/Cable Spots	08/01/09		
	Distribute informational brochures/flyers	07/01/09		
	Contract with Taxi Vendors	08/01/09		
11.000	Development Committee – Open Issues <ul style="list-style-type: none"> - Governance (identifying board slots) - Committee recruitment 			Meeting monthly.

Attachment A

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| | <ul style="list-style-type: none">- Auto Assignment Algorithm- Risk Pools | | | |
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