

Protocol for Submission of Material Modification Requests by Certified AEs

Certified Accountable Entities must submit a Material Modification request to notify EOHHS of any potential changes that may substantively impact the AE in relation to its submission and certification. On the basis of this submission EOHHS will determine whether the terms of AE Certification are impacted, and/or if additional certification conditions are required. **Failure to submit a timely material modification request in accordance with EOHHS specifications may result in revoking or suspension of certification.**

Category: A material modification includes, but would not be limited to:

1. **Provider Base:** Change in participating primary care and/or IHH providers as described in Domain 1 and Attachment D of the AE Application that would support attributed members and that may result in a change of 15% or more in attributed lives or a change of 15% or more in attributed SPMI/SMI lives
2. **Corporate Structure and Governance:** Change in ownership or legal or financial status (due to merger, acquisition, or other change in legal status) or any change that would materially impact the Corporate Structure and Governance as described in Domain 2 and Attachment D of the application
3. **MCO Contracts:** Change in contracted status with an MCO
4. **Other:** Any other change that would substantively change the structure of the Certified AE

Please note that a change in the leadership of the organization, including the Medicaid AE Program Director or other individuals who provide core direction to the program and/or who hold others accountable for organizational performance, would not be considered a material modification; however, such a change must still be communicated in writing to the Medicaid Program Director within 45 days of the relevant event or change.

Submission: Material modification requests must be submitted as follows:

1. An official request must be submitted in writing to EOHHS within 45 calendar days of the relevant event or change
2. Requests must include the following:
 - a. A brief description of the requested modification, including a description of the anticipated impact the change will have on each of the domains of certification
 - b. A classification of the modification category (#1-4 described above) - a request may include more than one category
 - c. Completed Material Modification Template, including any relevant attachments or supporting materials (applicable to Category 1 or 2 modifications)
 - d. A revised MCO/AE Attributed Lives Report, in accordance with EOHHS requirements, provided by each partner MCO that incorporates the impact of the material modification
 - e. A communication from each partner MCO, acknowledging the requested change and describing the anticipated impact of the modification on the MCO/AE contract terms
3. Requests for Material Modification must be submitted via email to the HSTP Program Director (Melody.Lawrence@ohhs.ri.gov).