

PROTOCOL FOR SUBMISSION OF MATERIAL MODIFICATION REQUESTS BY PROVISIONALLY CERTIFIED
PILOT ACCOUNTABLE ENTITIES

The Executive Office of Health and Human Services (OHHS) has received requests to consider allowing individual Accountable Entities (AEs) to materially enhance their PCP networks or make other substantive changes. All requested changes must be pre-approved by the OHHS. The following is the formal process that a provisionally certified AE must use to submit a request:

1. An official request must be submitted in writing by the provisionally certified AE.
2. Requests will be reviewed as part of the quarterly AE Review Process by OHHS.
3. Request must include the following:
 - A brief description of the requested change
 - A brief statement of the anticipated impact the change will have on each of the 5 domains, as noted under “Qualifications for Pilot Entities” in the Guidelines for Accountable Entity Certification
 - Listing of any proposed changes in PCP or other provider networks, as appropriate
4. Request must include assurance that if approved, the change will be acceptable to any MCO’s with which the Pilot AE has a contractual relationship.

Submit any requests for changes to:

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