



500 Summer St NE E35

Salem, OR, 97301

Voice: 503-945-5772 or 800-527-5772

Fax: 503-373-7689

TTY: 711

[www.oregon.gov/OHA/HSD](http://www.oregon.gov/OHA/HSD)

**Date:** February 26, 2020

**To:** Coordinated care organizations

**From:** Dana Hittle, Deputy Medicaid Director on behalf of  
Lori Coyner, Medicaid Director  
Health Systems Division

**Subject:** Clerical error in coordinated care organization contract effective October 1, 2019, pertaining to Annual Training and Education Report

The Oregon Health Authority (OHA) has found a clerical error in the coordinated care organization (CCO) contract effective October 1, 2019, that affects CCOs' submission of an Annual Training and Education Report in Contract Year 2020.

Exhibit K, Section 10 d.(9) states:

- (9) Contractor shall also provide OHA with an Annual Training and Education Report that documents all of the **previous Contract Year's** [emphasis added] training activities that were provided to its employees, including, without limitation, reporting of training subjects, content outlines and materials, assessment of goals and objectives, target audiences, delivery system, evaluations, training dates and hours, training attendance, and trainer qualifications. Contractor shall also include in its Annual Training and Education Report its training and education plan for the then-current Contract Year. Contractor shall provide its Annual Training and Education Report to OHA via Administrative Notice **on March 15 of each Contract Year** [emphasis added] together with its Updated Health Equity Plan and Annual Health Equity Assessment Report. The Annual Health Equity Assessment Report template can be found on the CCO Contract Forms Website. OHA shall have the right to review and approve Contractor's annual employee training and education plan for compliance with this Section 10, Ex. K. In the event OHA does not approve Contractor's training and education plan for its employees, Contractor shall follow the process set forth in Sec. 5 of Ex. D of this Contract.

The first sentence in the above subsection should have started with the words "Starting in Contract Year two (2021)". The second sentence should also have included these same words. The omission of these words is a clerical error. The contract language as written is illogical given the retrospective content in the Annual Training and Education Report and the expectation for it to be submitted with the Updated Health Equity Plan and Annual Health Equity Assessment Report, both of which are first due in 2021.

OHA expects CCOs to submit the first Annual Training and Education Report by March 15, 2021.

There is no change in CCOs' obligation to submit the documentation described in Exhibit K, Section 10 d.(8)(c) by March 15, 2020.

### **What should you do?**

Please note this correction in your current copy of the CCO contract.

### **Questions?**

If you have questions about this communication, please contact Cheryl Henning, CCO Contracts Administrator, at [Cheryl.L.Henning@dhsosha.state.or.us](mailto:Cheryl.L.Henning@dhsosha.state.or.us).

Thank you for your continued support of the Oregon Health Plan and the services you provide to our members.