**DSN Material Change Notification Form**

Coordinated Care Organizations (CCOs) are required to submit written notification to the Oregon Health Authority (OHA) of identified material changes to the CCO’s Delivery System Network (DSN) and/or business operations.[[1]](#footnote-1) The written notification must be provided via Administrative notice at least 90 days in advance of the material change. The CCO must then submit this completed *DSN Material Change Notification Form (DSN-MCN),* along with any supporting documentation, including an updated DSN Provider Capacity Report*,* at least 60 days prior to the effective date of the change. If the CCO becomes aware of the material change less than 90 days prior to the effective date, the CCO must complete the *DSN Material Change Notification Form (DSN-MCN)* and submit it via Administrative Notice to OHA as soon as possible prior to the effective date of the change. A “Material Change to Delivery System” is defined in OAR [410-141-3500](https://secure.sos.state.or.us/oard/view.action?ruleNumber=410-141-3500), as:

(a) Any change to the CCO’s DSN that may result in more than five (5) percent of its Members changing the physical location(s) of where services are received; or

(b) Any change to CCO’s DSN that would likely affect less than five (5) percent of its Members but involves a Provider or Provider group that is the sole provider specialty type; or

(c) Any change in CCO’s overall operations that affects its ability to meet a required DSN standard including, but not limited to: termination or loss of a Provider or Provider group, or any change likely to affect more than five (5) percent of CCO’s total Members or Provider Network or both; or

(d) Any combination of the above changes.

**Instructions:** This document is a fillable form; use the **gray** text boxes to enter your responses. Provide a clear and thorough response to each question. If it’s necessary to include supporting documentation, clearly identify the question to which the documentation applies. If any question is *not applicable* to the material change, respond with “N/A” and provide a brief explanation on why the question is not applicable. OHA will notify the CCO within 15 days of its determination regarding the completeness of the CCO’s submission and whether additional information is required.

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| Coordinated Care Organization Information |
| **CCO Name:** |       |
| ***Point-of-Contact (POC) – Name:*** |       |
| ***POC – Title:*** |       |
| ***POC – Phone Number:*** |       |
| ***POC – Email:*** |       |
| **Date Submitted *(MM/DD/YYYY)*** |       |

1. Please select which area(s) the material change affects. Mark all that apply.

[ ]  Pharmacy benefits and services

[ ]  Dental benefits and services

[ ]  Behavioral health benefits and services

[ ]  Medical benefits and services

[ ]  Non-emergency transportation benefits and services

1. Describe the material change affecting the CCO’s delivery system network or business operations. Please include a description of the affected service provider(s)/type(s), the estimated date of change, and the expected impact of the material change.

1. Does the CCO’s material change impact the quality, timeliness, and accessibility of covered services to the CCO’s general member population and/or OHA priority populations?

[ ]  Yes. Please explain:

[ ]  No. Please explain:

1. Describe the steps the CCO used to assess the potential impact of the material change on the quality, timeliness, and accessibility of covered services.

1. Identify and describe how the CCO will monitor the impact of the material change before and after implementation and intervene if monitoring finds deficiencies. If the CCO determines there will be no impact, identify and describe how the CCO will monitor for any potential unforeseen impacts of the material change.

1. If the response to question #3 is yes, please identify any service gaps resulting from the material change and describe the alternative network services used to ensure the quality, access, and timeliness of members’ care, and what will be done to address those service gaps.

1. Briefly describe the project plan and timeline for implementation of the material change, including *how* and *when* the CCO will notify members[[2]](#footnote-2) of the change, as applicable.

1. Refer to OAR [410-141-3500](https://secure.sos.state.or.us/oard/view.action?ruleNumber=410-141-3500) (51) and the [2023](https://www.oregon.gov/oha/HSD/OHP/CCO/2023-CCO-Contract-Template.pdf) CCO contract: Ex. B, Part 4, Sec. 13 (Adjustments in Service Area or Enrollment) and Ex. G, Sec. 2 (Delivery System Network Provider Monitoring and Reporting Requirements). [↑](#footnote-ref-1)
2. Refer to OAR [410-141-3585](https://secure.sos.state.or.us/oard/view.action?ruleNumber=410-141-3585)(14)(f) for the member notification timeframe. [↑](#footnote-ref-2)