

Guidance for Drug Utilization Review Annual Survey to CMS Federal Fiscal Year 2021 (October 2020 – September 2021)

1. **Be sure to use Adobe Reader DC version 2018 or above to complete the survey.** Do not edit in a web browser or convert into Word and back.
2. **Do not password protect the survey.** Adding password protection will cause the document to be corrupted and will prevent upload.
3. **Do not use spaces or special characters in the saved file name.**
4. **If pharmacy claim limitations changed mid-year as a result of the COVID public health emergency, please report the state policy as it stands when there is no public health emergency.**
5. **For changes unrelated to the COVID public health emergency, please answer all questions based on processes and plans as they existed during the reporting period (Oct. 2020 – Sept. 2021).** For example, if your CCO first implemented an “accumulation edit” on Jan. 1, 2022, you would answer “No” to a question asking whether your CCO had such an edit, and “Yes” to a question asking whether your CCO planned to introduce such an edit in the future.
6. **Responses will be published.** The survey asks responders to confirm awareness of this and to confirm responses do not include proprietary information. Do not include proprietary information.
7. **Use the exact same business name for this year’s survey as last year’s unless there’s a legal or contractual reason to change.** See the table below for reference. For new entities or name changes, please contact Deborah (“Dee”) Weston at Deborah.G.Weston@dhsosha.state.or.us.

| | | |
|--|--|---|
| Advanced Health | Health Share of Oregon - Legacy Health/PacificSource | PacificSource Community Solutions - Lane |
| AllCare CCO | Health Share of Oregon - OHSU | PacificSource Community Solutions - Marion/Polk |
| Cascade Health Alliance | InterCommunity Health Network | Providence / Health Share of Oregon |
| Columbia Pacific CCO | Jackson Care Connect | Trillium Community Health Plan- North |
| Eastern Oregon Coordinated Care Organization (EOCCO) | PacificSource Community Solutions- Central Oregon | Trillium Community Health Plan- South |
| Health Share of Oregon- CareOregon RAE | PacificSource Community Solutions- Columbia Gorge | Umpqua Health Alliance (UHA) |
| Health Share of Oregon/Kaiser Permanente | PacificSource Community Solutions/Kaiser Permanente | Yamhill Community Care Organization |

8. **MCO Program Type**. The “Program Type” should be “Comp. MCO”

| Managed Care Plan Type | Managed Care Program Type |
|------------------------|--|
| Comprehensive MCO | <ul style="list-style-type: none"> Comprehensive MCO Comprehensive MCO +MLTSS (if benefits include LTSS) |

9. **Do not use “special characters”** (i.e., em dash —, en dash –, curly apostrophe ’, curly quotes “ ”). Programs like Microsoft Word sometimes automatically replace a standard keyboard character with a “special character”. Use of these characters will prevent final uploading to CMS. Files that cannot be uploaded will be returned for correction. The only allowed dash-like character is a hyphen (-). The only allowed apostrophe is a straight apostrophe '. The only allowed quotes are straight quotes " ".

| Okay | Not Allowed |
|-----------------------------------|-----------------------------------|
| SUPPORT ACT – Public Law | SUPPORT ACT — Public Law |
| "percentage of covered providers" | "percentage of covered providers" |

10. **Do not insert pictures, images, PowerPoint or graphics**. CMS provides the following instructions for adding tables or charts in a text box:

- Select the entire table you want to convert to text.
- Make sure the Layout tab of the ribbon is displayed.
- In the Data group, click the Convert to Text tool. Word displays the Convert Table to Text dialog box.
- Select the appropriate character that Word should use to separate the columns of text.
- Click on OK

11. Section VIII, Part B includes very detailed questions about the PDMP. CMS confirmed Question 5 and tables 3, 4, 5 and 6 are **OPTIONAL and will not be published or distributed**. Responses will be mandatory for FFS 2023.

12. **NOTE: Section VII.G. includes three new multi-part questions**. The previous survey concerned antipsychotics and stimulants for children. The new questions address use of antidepressants, mood stabilizers and antianxiety/sedatives for children.