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To: Medicare IPAs
From: IEHP – Care Management Team
Date: August 11, 2023
Subject: **ACTION REQUIRED – New Interdisciplinary Care Plan Sharing Process**

To comply with a DSNP Model of Care (MOC) requirement, **effective August 17, 2023**, a new process will be established to ensure sharing of Member information between IPAs.

When an IEHP DualChoice (HMO D-SNP) Member transfers from one IEHP-contracted IPA to another, or to IEHP Direct, **the Member’s previously assigned IPA must share the existing Interdisciplinary Care Plan (ICP) with IEHP within 14 days of receiving request from Delegation Oversight.**

New Process

- Delegation Oversight will notify the IPA to provide the ICP.
- The IPA then has 14 days to *provide* the Care Plan to IEHP using the file name format **Member ID_ICP_MMDDYYYY.PDF** and placing the file in the SFTP folder: **IPA Code/ICP Data Sharing/ToIEHP.**
- When the former IPA has shared the ICP for a transferring DSNP Member, Delegation Oversight will provide notification to the new IPA that the file is available.
- The IPA can *obtain* the ICP from the following SFTP folder: **IPA Code/ICP Data Sharing/FromIEHP.**

Please reference Policy MA 12_A3 “Individualized Care Plan.” re: the requirements prompting this new process.

If you have any questions, please contact Juan Ortega at Ortega-j2@iehp.org or Jessica Gonzalez at Gonzalez-j6@iehp.org

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