

**Memorandum of Understanding
between the
Bureau of Medical Services
and the
Bureau of Health, Public Health Nursing**

I. PURPOSE

The purpose of this Agreement is to outline the responsibilities of the Bureaus of Health, Public Health Nursing (PHN) and Medical Services to work in assuring that MaineCare members under the age of 21 receive appropriate follow-up and assistance when an abnormal is indicated on the Bright Futures form. This agreement only applies to MaineCare members under the age of 21 who receive EPSDT benefits.

II. RESPONSIBILITIES OF EACH PARTY

A. The Bureau of Health's Public Health Nursing shall:

1. Review all Bright Futures forms on a daily basis received from the Bureau of Medical Services. Review of these forms will include:
 - Following the abnormal follow-up guidelines when reviewing for abnormalities indicated by the provider;
 - Distributing "no show" for appointments indicated and dental assistance needed only to the Maine Immunization Program (MIP).
 - Returning of all abnormal forms to MIP for their addition of contact information, following this they will be returned to the PHN Consultant for distribution to the appropriate PHN for follow up;
 - Entering abnormal information in ImmPact;
 - Returning all normal forms to BMS for data entry.
 - Enter outcome of home visit follow-up referred by MIP in ImmPact.

2. Offer support services when an abnormal is indicated on the Bright Futures forms after the eligible member/caretaker receives a healthy visit.

Support services, may include, but are not limited to the following, and are based on members/caretakers needs:

- Assisting an eligible member/caretaker to find a medical provider or dentist who accepts MaineCare;
- Assisting an eligible member/caretaker to follow recommendations for treatment;
- Making referrals to all appropriate providers for follow up beyond the scope of the Bright Futures visit, which may include a home visit.
- Assisting an eligible member/caretaker, upon request, to obtain transportation to MaineCare covered services by:
 - Providing an eligible member/caretaker with the names, addresses, and telephone numbers of the transportation provider(s) in their area; and
 - Instructing an eligible member/caretaker how to make requests to a transportation provider.

B. The Bureau of Medical Services shall:

1. Provide MaineCare eligibility data to the PHN on eligible members under 21.
2. Provide PHN with current MaineCare computer tracking system and training.
3. Provide training to PHN on review and follow-up of Bright Futures forms.
4. Monitor the activities and quality of PHN staff involved in fulfilling the responsibilities as stated above by including data MIP's monthly status reports.
5. Maintain accurate data base on number of Bright Futures forms sent to PHN for review and follow-up.

III. CONFIDENTIALITY

The disclosure of information regarding the protected health information (PHI) of members participating in the MaineCare program is strictly limited to purposes directly connected with the administration of the MaineCare program. MIP shall maintain the confidentiality of information regarding these individuals in accordance with the federal Medicaid regulations at 42 CFR 431 Subpart F and the Health Insurance Portability Accountability Act (HIPPA) or Public Law 104-191 and other applicable sections of State and Federal law and regulations.

IV. REIMBURSEMENT

PHN will be reimbursed by BMS for completion of duties outlined in this MOU as follows:

- A. Reimbursement of the federal share of each hour of PHN time reviewing 100% of the Bright Futures forms received by BMS, as well as providing follow-up services for all Bright Future forms identified as "abnormal" or requiring follow-up for medical reasons. Reimbursement of the federal share for each hour of PHN Consultant assistance and each hour for clerical support, as needed. The State salary of these individuals will provide the State share for federal Medicaid matching purposes.
- B: PHN shall submit invoices to BMS on a quarterly basis reflecting the following:
 - Number of hours spent reviewing Bright Futures forms; and
 - Number of hours providing follow-up assistance to members by type of service as determined by agreement between PHN and MaineCare.

V. LIAISON

Each Bureau shall designate one staff person to serve in a liaison capacity to identify and resolve concerns and develop specific procedures to insure an orderly, ongoing process.

VI. DURATION

The Agreement will be effective January 1, 2005. The Agreement will automatically renew for subsequent periods of one year unless amended. The Agreement may be amended in writing at any time at the request of either Bureau.

Christine Gianopoulos
Christine Gianopoulos
Acting Director
Bureau of Medical Services

3/28/05
Date

Dora A. Mills, M.D.
Dora A. Mills, M.D.
Director
Bureau of Health

3/7/05
Date

Updated 1/05