



A plan for life.

**NEW YORK STATE
MEDICAID MANAGED CARE
MEMBER HANDBOOK**



**Department
of Health**

Medicaid

June 2024

NOTICE OF NON-DISCRIMINATION

Capital District Physicians' Health Plan, Inc., CDPHP Universal Benefits, Inc., and Capital District Physicians' Healthcare Network, Inc. (collectively known as CDPHP®) complies with Federal civil rights laws. **CDPHP** does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex (as defined in 45 CFR § 92.101(a)(2)).

CDPHP provides the following:

- Free aids and services to people with disabilities to help you communicate with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Free language services to people whose first language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, call **CDPHP** at 1-800-388-2994. For TTY/TDD services, call 711.

If you believe that **CDPHP** has not given you these services or treated you differently because of race, color, national origin, age, disability, or sex, you can file a grievance with the **CDPHP Civil Rights Coordinator** by:

- Mail: 6 Wellness Way, Latham, NY 12110
- Phone: 1-844-391-4803 (for TTY/TDD services, call 711)
- Fax: (518) 641-3401
- In person: 6 Wellness Way, Latham, NY 12110
- Email: <https://www.cdphp.com/customer-support/email-cdphp>

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights by:

- Web: Office for Civil Rights Complaint Portal at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
- Mail: U.S. Department of Health and Human Services
200 Independence Avenue SW., Room 509F, HHH Building
Washington, DC 20201
Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>
- Phone: 1-800-368-1019 (TTY/TDD 800-537-7697)

This notice is available at CDPHP's website: <https://www.cdphp.com/legal/non-discrimination>.

LANGUAGE ASSISTANCE

ATTENTION: Language assistance services and other aids, free of charge, are available to you. Call 1-800-388-2994 (TTY:711).	English
ATENCIÓN: Dispone de servicios de asistencia lingüística y otras ayudas, gratis. Llame al 1-800-388-2994 (TTY:711).	Spanish
请注意：您可以免费获得语言协助服务和其他辅助服务。请致电 1-800-388-2994 (TTY:711)。	Chinese
ملاحظة: خدمات المساعدة اللغوية والمساعدات الأخرى المجانية متاحة لك. اتصل بالرقم 1-800-388-2994 (TTY:711).	Arabic
주의: 언어 지원 서비스 및 기타 지원을 무료로 이용하실 수 있습니다. 1-800-388-2994 (TTY:711) 번으로 연락해 주십시오.	Korean
ВНИМАНИЕ! Вам доступны бесплатные услуги переводчика и другие виды помощи. Звоните по номеру 1-800-388-2994 (TTY:711).	Russian
ATTENZIONE: Sono disponibili servizi di assistenza linguistica e altri ausili gratuiti. Chiamare il 1-800-388-2994 (TTY:711).	Italian
ATTENTION : Des services d'assistance linguistique et d'autres ressources d'aide vous sont offerts gratuitement. Composez le 1-800-388-2994 (TTY:711).	French
ATANSYON: Gen sèvis pou bay asistans nan lang ak lòt èd ki disponib gratis pou ou. Rele 1-800-388-2994 (TTY:711).	French Creole
אכטונג: שפראך הילף סערוויסעס און אנדערע הילף, זענען אוועילעבל פאר אייך אומזיסט. רופט 1-800-388-2994 (TTY:711).	Yiddish
UWAGA: Dostępne są bezpłatne usługi językowe oraz inne formy pomocy. Zadzwoń: 1-800-388-2994 (TTY:711).	Polish
ATENSYON: Available ang mga serbisyong tulong sa wika at iba pang tulong nang libre. Tumawag sa 1-800-388-2994 (TTY:711).	Tagalog
মনোযোগ নামূল্যে ভাষা সহায়তা পরিষেবা এবং অন্যান্য সাহায্য আপনার জন্য উপলব্ধ। 1-800-388-2994 (TTY:711) এ ফোন করুন।	Bengali
VINI RE: Për ju disponohen shërbime asistence gjuhësore dhe ndihma të tjera falas. Telefononi 1-800-388-2994 (TTY:711).	Albanian
ΠΡΟΣΟΧΗ: Υπηρεσίες γλωσσικής βοήθειας και άλλα βοηθήματα είναι στη διάθεσή σας, δωρεάν. Καλέστε στο 1-800-388-2994 (TTY:711).	Greek
توجہ فرمائیں: زبان میں معاونت کی خدمات اور دیگر معاونتیں آپ کے لیے بلا معاوضہ دستیاب ہیں۔ کال کریں 1-800-388-2994 (TTY:711)۔	Urdu



YOUR MEMBER HANDBOOK HAS BEEN CHANGED TO INCLUDE MORE SERVICES

Mobile Crisis Telephonic Triage Response Service

Starting March 1, 2024, Capital District Physicians' Health Plan, Inc. (CDPHP®) will cover the Mobile Crisis Telephonic Triage and Response service for members under the age of 21. This service is already available to members 21 years of age and older.

Currently, members under the age of 21 can access the Mobile Crisis Telephonic Triage and Response service by using their Medicaid card. Effective March 1, 2024, you can use your CDPHP plan card to receive this service.

Mobile Crisis teams can help you, your child, or other members of your family with mental health and addiction crisis symptoms. These symptoms can be things like:

- increased anxiety,
- depression,
- stress due to a major life event or changes, or
- needing to speak with someone to prevent relapse.

You and your family can call and talk to a professional about a crisis, get support, and be linked to other services when needed.

If you are experiencing a crisis, you can call or text 988 or chat at www.988lifeline.org/ 24 hours a day, 7 days a week.

To learn more about these services, call Member Services at 1-888-320-9584. TDD/TTY: 711.



YOUR MEMBER HANDBOOK HAS BEEN CHANGED TO INCLUDE ADDITIONAL SERVICES

Starting **January 1, 2025**, you can connect to organizations in your community that provide services to help with housing, food, transportation, and care management at no cost to you, through a regional Social Care Network (SCN).

- Through this SCN, all Medicaid members can meet with a Social Care Navigator who can check your eligibility for services that can help with your health and well-being. They will ask you questions to see where you might need some extra support.
- If you or your child qualifies for services, the Social Care Navigator can work with you to get the support you need. You may qualify for more than one service, depending on your situation. These services include:
 - Housing and utilities support:
 - Installing home modifications like ramps, handrails, grab bars to make your home accessible and safe.
 - Repairing and fixing water leaks to prevent mold from growing in your home.
 - Sealing holes and cracks to prevent pests from entering your home.
 - Providing an air conditioner, heater, humidifier, or dehumidifier to help improve ventilation in your home.
 - Helping you find and apply for safe and stable housing in the community.
 - Nutrition support:
 - Getting help from a nutrition expert who will give you guidance and support in choosing healthy foods to meet your health needs and goals.
 - Getting prepared meals, fresh produce, or grocery items delivered to your home for up to six (6) months. These food items will be tailored to your specific health needs.
 - Providing cooking supplies like pots, pans, microwave, refrigerator, and utensils to prepare meals.
 - Transportation services:
 - Helping you with access to public or private transportation to places approved by the SCN such as: going to a job interview, parenting classes, housing court to prevent eviction, local farmers' markets, and city or state department offices to obtain important documents.

- Care management services:
 - Getting help with finding a job or job training program, applying for public benefits, managing your finances, and more.
 - Getting connected to services like childcare, counseling, crisis intervention, health homes program, and more.

If you are interested, please call member services at 1-800-388-2994 (TDD/TTY: 711) and we will connect you to a SCN in your area. The Social Care Navigator will verify your eligibility, tell you more about these services, and help you get connected to them.



YOUR MEMBER HANDBOOK HAS BEEN CHANGED

Home-Delivered Medically Tailored Meals Program

Effective January 1, 2025, Capital District Physicians' Health Plan, Inc. (CDPHP®) will no longer cover the Home-Delivered Medically Tailored Meals program.

CDPHP wants to ensure our members remain happy, healthy, safe, and secure. If you have been receiving home-delivered meals through the program, your CDPHP care manager should have already notified you about the change, along with other options available to you.

If you have questions, please call Member Services at 1-800-388-2994 (TDD/TTY: 711).



YOUR MEMBER HANDBOOK HAS BEEN CHANGED TO INCLUDE MORE SERVICES

Doula Services

This is an important notice about your Medicaid Managed Care plan benefits. Please read it carefully. If you have any questions, please call us at 1-800-388-2994. TDD/TTY: 711.

Starting **April 1, 2025**, Capital District Physicians' Health Plan, Inc. (CDPHP®) will cover doula services during pregnancy and up to 12 months after the end of pregnancy, no matter how the pregnancy ends. Currently, members can access doula services by using their Medicaid card. Beginning **April 1, 2025**, you can use your CDPHP plan card to receive doula services.

What is a Doula?

Doulas provide physical, emotional, educational, and non-medical support for pregnant and postpartum persons before, during, and after childbirth or end of pregnancy.

What Doula Services are Available?

Doula services can include up to eight (8) visits with a doula during and after pregnancy and continuous support while in labor and during childbirth. If you become pregnant within the 12 months following a prior pregnancy, your eligibility for doula services will start over with the new pregnancy. Any unused doula services from the prior pregnancy will not carry over.

Doula services may include:

- The development of a birth plan;
- Ongoing support throughout the pregnancy;
- Continuous support during labor and childbirth;
- Education and information on pregnancy, childbirth, and early parenting;
- Assisting with communication between you and your medical providers; and
- Connecting you to community-based childbirth and parenting resources.

Eligibility

If you are pregnant or have been pregnant within the last 12 months, you are eligible for doula services. You are eligible for these services with each pregnancy.

If you started to receive doula services with a Medicaid-enrolled doula(s) before April 1, 2025, your doula services will continue to be covered until 12 months after the end of



your pregnancy. If you start to receive doula services on or after April 1, 2025, your doula needs to participate with CDPHP.

To learn more about these services, call Member Services at 1-800-388-2994.
TDD/TTY: 711.



YOUR MEMBER HANDBOOK HAS BEEN CHANGED TO INCLUDE MORE SERVICES

Chronic Disease Self-Management Program (CDSMP) for Arthritis

If you've been diagnosed with arthritis and are interested in learning more about self-management related to this disease, Capital District Physicians' Health Plan, Inc. (CDPHP®) covers services that may help.

Starting **June 1, 2025**, Capital District Physicians' Health Plan, Inc. (CDPHP®) will cover the **Chronic Disease Self-Management Program (CDSMP)** for adults aged 18 years and older, which aims to increase confidence, physical and mental well-being, and knowledge to manage long term conditions.

This program may help prevent you from:

- going to the emergency room;
- being admitted into the hospital; *and/or*
- needing other medical care for your arthritis.

Each CDSMP series meets 2.5 hours once per week, for a total of six weeks.

Eligibility

You may be eligible for CDSMP for arthritis services if you have a recommendation by a physician, or other licensed practitioner, and are:

- At least 18 years old; *and*
- Diagnosed with arthritis.

Talk to your provider to see if you qualify to take part in the CDSMP for arthritis.

To learn more about these services, please call Member Services at 1-800-388-2994. TDD/TTY: 711.



YOUR MEMBER HANDBOOK HAS BEEN CHANGED

Undocumented Non-Citizens Age 65 and Over

Undocumented non-citizens who are age 65 and over can join Capital District Physicians' Health Plan, Inc. (CDPHP®) Medicaid Managed Care plan. Previously these individuals were only able to receive emergency medical services by using their Medicaid card. Now, these individuals will have access to comprehensive healthcare services provided by CDPHP®, which are listed fully in Part II of this handbook.

Services provided by CDPHP® include, but are not limited to:

- routine preventative care such as vaccines and checkups,
- mental health services,
- dental benefits,
- visions care,
- family planning services,
- emergency health care, and
- nursing home services.

Eligible members can also access pharmacy benefits provided by NYRx, the Medicaid pharmacy program, by using their Medicaid card.

Note: non-emergency transportation is not covered for these individuals.

To learn more about the services available, please call Member Services at 1-800-388-2994.

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WELCOME to CDPHP's Medicaid Managed Care Program

We are glad that you enrolled in CDPHP. This handbook will be your guide to the full range of health care services available to you. We want to be sure you get off to a good start as a new member. In order to get to know you better, we will get in touch with you in the next two or three weeks. You can ask us any questions you have, or get help making appointments. If you need to speak with us before we call you, however, just call us at (518) 641-3800 or 1-800-388-2994.

How Managed Care Plans Work

The Plan, Our Providers, and You

Managed care provides a central home for your care.

- We have a group of health care providers to meet your needs. These doctors and specialists, hospitals, labs, and other health care facilities make up our **provider network**. Our provider network is listed in our **provider directory**. To get a provider directory, call 1-800-388-2994 to get a copy or visit our website at www.CDPHP.com.
- When you join CDPHP, you will need to select a primary care provider (PCP) from our provider network. If you need to have a test, see a specialist, or go into the hospital, your PCP will arrange it.
- Even though your PCP is your main source for health care, in some cases, you can self-refer to certain doctors for some services. See page 13 for details.

Your PCP is available to you every day, day and night. If you need to speak to them after hours or weekends, leave a message and how you can be reached. Your PCP will get back to you as soon as possible.

You may be restricted to certain plan providers if you have been identified as a restricted recipient. Below are examples of why you may be restricted:

- getting care from several doctors for the same problem
- getting medical care more often than needed
- using prescription medicine in a way that may be dangerous to your health
- allowing someone other than yourself to use your plan ID card

Confidentiality

We respect your right to privacy. CDPHP recognizes the trust needed between you, your family, your doctors, and other care providers. CDPHP will never give out your medical or behavioral health history without your written approval. The only persons that will have your clinical information will be CDPHP your Primary Care Provider, your authorized representative, and other providers who give you care. Referrals to such providers will always be discussed with you in advance by your Primary Care Provider or your Health Home Care Manager, if you have one. CDPHP staff have been trained in keeping strict member confidentiality.

How to Use This Handbook

This handbook will help you when you join a managed care plan. It will tell you how your new health care system will work and how you can get the most from CDPHP. This handbook is your guide to health and wellness services. It tells you the steps to take to make the Plan work for you.

The first several pages will tell you what you need to know **right away**. Use this handbook for reference or check it out a bit at a time.

When you have a question, check this Handbook or call our Member Services unit. You can also call the managed care staff at your Local Department of Social Services (LDSS).

If you live in Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, or Washington County, you can also call the New York Medicaid Choice Helpline at 1-800-505-5678.

Help From Member Services

There is someone to help you at Member Services:

Monday through Friday, 8 a.m. to 6 p.m.

Call (518) 641-3800 or 1-800-388-2994.

(TTY/TDD machine for hearing impaired at 711.)

Walk-in hours: Monday – Friday, 8:30 a.m. to 4:30 p.m. (Please call for an appointment.)

If you call after business hours and need assistance with accessing services for care, you will be connected to our care team. If your call is not urgent or an emergency, you also have the option to leave a message and someone will call you back the next business day.

- You can call Member Services to get help **anytime you have a question**. You may call us to choose or change your Primary Care Provider (PCP for short), to ask about benefits and services, to get help with referrals, to replace a lost ID card, to let us know if you are pregnant or have a new baby, or ask about any change that might affect you or your family's benefits.
- If you are or become pregnant, your child will become part of CDPHP on the day they are born. This will happen unless your newborn child is in a group that cannot join managed care. You should call us and your LDSS right away if you become pregnant and let us help you to choose a doctor for your **newborn baby** before they are born.
- We **offer free sessions** to explain our health plan and how we can best help you. It's a great time for you to ask questions and meet other members. If you'd like to come to one of the sessions, call us to find a time and place that is best for you.
- **If you do not speak English**, we can help. We want you to know how to use your health care plan no matter what language you speak. Just call us and we will find a way to talk to you in your own language. We have a group of people who can help. We will also help you find a PCP (Primary Care Provider) who can serve you in your language.
- **For people with disabilities:** If you use a wheelchair, are blind, or have trouble hearing or understanding, call us if you need extra help. We can tell you if a particular provider's office is wheelchair accessible or is equipped with special communications devices. Also, we have services like:
 - TTY machine (Our TTY phone number is 711).
 - Information in Large Print
 - Case Management
 - Help in making or getting to appointments
 - Names and addresses of providers who specialize in your disability
- **If you or your child are getting care in your home now**, your nurse or attendant may not know you have joined our plan. **Call us right away** to make sure your home care does not stop unexpectedly.

Your Health Plan ID Card

After you enroll, we will send you a Welcome Letter. Your CDPHP ID card should arrive within 14 days after your enrollment date. Your card has your PCP's (primary care provider's) name and phone number on it. It will also have your Client Identification Number (CIN). If anything is wrong on your CDPHP ID card, call us right away. Your ID card does not show that you have Medicaid or that CDPHP is a special type of health plan.

Carry your ID card at all times and show it each time you go for care. If you need care before the card comes, your welcome letter is proof that you are a member of CDPHP. You should keep your Medicaid benefit card. You will need this card to get services that CDPHP does not cover.

PART I: FIRST THINGS YOU SHOULD KNOW

How To Choose Your Primary Care Provider (PCP)

- You may have already picked your Primary Care Provider (PCP) to serve as your regular doctor. This person could be a doctor, nurse practitioner, or other healthcare provider. **If you have not chosen a PCP for you and your family, you should do so right away.** If you do not choose a doctor within 30 days from when you receive your welcome packet, we will choose one for you.
- Each family member can have a different PCP, or you can choose one PCP to take care of the whole family. A pediatrician treats children. Family practice doctors treat the whole family. Internal medicine doctors treat adults. You may also choose to select a PCP within a Behavioral Health Clinic. Member Services (518) 641-3800 or 1-800-388-2994 can check to see if you already have a PCP or help you choose one.
- With this Handbook, you should have a provider directory. This is a list of all the doctors, clinics, hospitals, labs, and others who work with CDPHP. It lists the address, phone number, and special training of the doctors. The provider directory will show which doctors and providers are taking new patients. You should call their offices to make sure that they are taking new patients at the time you choose a PCP. You can also get a list of providers on our website at www.CDPHP.com.

You may want to find a doctor that:

- you have seen before
- understands your health problems
- is taking new patients
- can serve you in your language
- is easy to get to

Women can also choose one of our OB/GYN doctors to deal with women's health care.

We also contract with Federally Qualified Health Centers (FQHCs). All FQHCs give primary and specialty care. Some consumers want to get their care from FQHCs because the centers have a long history in the neighborhood. Maybe you want to try them because they are easy to get to. You should know that you have a choice. You can choose any one of the providers listed in our directory, or you can sign up with a primary care physician at one of the FQHCs that we work with listed below. Just call Member Services at (518) 641-3800 or 1-800-388-2994 for help.

- Whitney Young Health, 920 Lark Drive, Albany, NY 12207
- Hometown Health Centers, 1044 State Street, Schenectady, NY 12307
- Hudson Headwaters Health Network, 9 Carey Road, Queensbury, NY 12804

For help finding a provider closest to you, please call (518) 641-3800 or 1-800-388-9449, or visit findadoc.cdphp.com to access our online searchable directory.

- In almost all cases, your doctors will be CDPHP providers. **There are four instances when you can still see another provider that you had before you joined CDPHP.** In these cases, your provider must agree to work with CDPHP. You can continue to see your doctor if:
 - You are more than 3 months pregnant when you join CDPHP and you are getting prenatal care. In that case, you can keep your provider until after your delivery through post-partum care. This post-partum care continues up to 12 weeks after delivery.
 - At the time you join CDPHP you have a life-threatening disease or condition that gets worse with time. In that case, you can ask to keep your provider for up to 60 days.
 - At the time you join CDPHP, regular Medicaid paid for your home care and you need to keep getting that care for at least 120 days. In that case, you can keep your same home care agency, nurse or attendant, and the same amount of home care, for at least 90 days.
 - At the time you join CDPHP, you are being treated for a Behavioral Health condition. In most cases, you can still go to the same provider. Some people may have to choose a provider that works with the health plan. Be sure to talk to your provider about this change. CDPHP will work with you and your provider to make sure you keep getting the care you need.

CDPHP must tell you about any changes to your home care before the changes take effect.

- If you have a long-lasting illness, like HIV/AIDS or other long term health problems, you may be able to **choose a specialist to act as your PCP.** Your PCP, after speaking with the CDPHP medical director and a specialist, may issue a referral/authorization to a specialist with experience in treating your condition. That specialist will be able to provide and assist with your primary and specialty care. A referral/authorization will be made, along with a treatment plan approved by CDPHP after talking to your PCP, the specialist, and you. The specialist shall be able to treat you without a referral/authorization from your PCP, under the terms of the treatment plan.
- If you need to, you can **change your PCP** in the first 30 days after your first appointment with your PCP. After that, you can change up to once every 6 months without cause, or more often if you have a good reason. You can also change your OB/GYN or a specialist to whom your PCP has referred you.
- If your **provider leaves** CDPHP we will tell you within 15 days from when we know about this. If you wish, you may be able to see that provider **if** you are more than three months pregnant or if you are receiving ongoing treatment for a condition. If you are pregnant, you may continue to see your doctor for up to 12 weeks after delivery. If you are seeing a doctor regularly for an ongoing condition, you may continue your present

course of treatment for up to 90 days. Your doctor must agree to work with CDPHP during this time.

- If any of these conditions apply to you, check with your PCP or call Member Services at (518) 641-3800 or 1-800-388-2994.

How To Get Regular Care

- Regular health care means exams, regular check-ups, shots or other treatments to keep you well, advice when you need it, and referral to the hospital or specialists when needed. It means you and your PCP working together to keep you well or to see that you get the care you need.
- Day or night, your PCP is only a phone call away. Be sure to call your PCP whenever you have a medical question or concern. If you call after hours or weekends, leave a message and where or how you can be reached. Your PCP will call you back as quickly as possible. Remember, your PCP knows you and knows how the health plan works.
- Your care must be **medically necessary**. The services you get must be needed:
 1. to prevent, or diagnose and correct what could cause more suffering;
 2. to deal with a danger to your life;
 3. to deal with a problem that could cause illness; or
 4. to deal with something that could limit your normal activities.
- Your PCP will take care of most of your health care needs, but you must have an appointment to see your PCP. If ever you can't keep an appointment, call to let your PCP know.
- As soon as you choose a PCP, call to make a first appointment. If you can, prepare for your first appointment. Your PCP will need to know as much about your medical history as you can tell them. Make a list of your medical background, any problems you have now, any medications you are taking, and the questions you want to ask your PCP. In most cases, your first visit should be within three months of your joining CDPHP.
- **If you need care before your first appointment**, call your PCP's office to explain your concern. They will give you an earlier appointment. You should still keep the first appointment to discuss your medical history and ask questions.
- Use the following list as an **appointment guide for our limits on how long you may have to wait after your request for an appointment**:
 - adult baseline and routine physicals: within 12 weeks
 - urgent care: within 24 hours
 - non-urgent sick visits: within 3 days
 - routine, preventive care: within 4 weeks
 - follow-up visit after mental health/substance use emergency room (ER) or inpatient visit: 5 days
 - non-urgent mental health or substance use visit: 1 week

- Use the following list as an **appointment guide for our limits on how long you may have to wait after your request for a perinatal appointment:**
 - first trimester: visit must occur within 3 weeks of the request for care
 - second trimester: visit must occur within 2 weeks of the request for care
 - third trimester: visit must occur within 1 week of the request for care
 - first newborn visit: within 2 weeks of hospital discharge
 - initial family planning visit must occur within 2 weeks of the request for care
 - for specialist referrals and urgent matters during pregnancy:
 - urgent specialist referrals must be seen as soon as clinically indicated, not to exceed 72 hours
 - non-urgent specialist referrals must be seen as soon as clinically indicated, not to exceed 2 to 4 weeks of when the request was made
 - for non-emergent, but urgent matters, pregnant persons must be seen within 24-hours of request for care

How To Get Specialty Care – Referral

- If you need care that your PCP cannot give, they will REFER you to a specialist who can. If your PCP refers you to another doctor, we will pay for your care. Most of these specialists are CDPHP providers. Talk with your PCP to be sure you know how referrals work.
- If you think a specialist does not meet your needs, talk to your PCP. Your PCP can help you if you need to see a different specialist.
- There are some treatments and services that your PCP must ask CDPHP to approve *before* you can get them. Your PCP will be able to tell you what they are.
- If you are having trouble getting a referral you think you need, contact Member Services at (518) 641-3800 or 1-800-388-2994.
- If we do not have a specialist in our provider network who can give you the care you need, we will get you the care you need from a specialist outside our plan. This is called an **out-of-network referral**. Your PCP or plan provider must ask CDPHP for approval *before* you can get an out-of-network referral. If your PCP or plan provider refers you to a provider who is not in our network, you are not responsible for any of the costs except any co-payments as described in this handbook.

To ask for an out-of-network referral, call CDPHP at (518) 641-4100 or 1-800-274-2332. Your PCP will be contacted and asked to supply a treatment plan explaining why you need an out-of-plan referral. We will assess the treatment plan and consult with your PCP and the out-of-plan provider and make a decision within three (3) business days. When a decision is made, you will receive a letter from a CDPHP medical director telling you whether your request has been approved or denied.

- Sometimes we may not approve an out-of-network referral because we have a provider in CDPHP that can treat you. If you think our plan provider does not have the right

training or experience to treat you, you can ask us to check if your out-of-network referral is medically needed. You will need to ask for a **Plan Appeal**. See page 41 to find out how.

- Sometimes, we may not approve an out-of-network referral for a specific treatment because you asked for care that is not very different from what you can get from a CDPHP provider. You can ask us to check if your out-of-network referral for the treatment you want is medically needed. You will need to ask for a **Plan Appeal**. See page 41 to find out how.
- If you need to see a specialist for ongoing care, your PCP may be able to refer you for a specified number of visits or length of time (a **standing referral**). If you have a standing referral, you will not need a new referral for each time you need care.
- *If you have a long-term disease or a disabling illness that gets worse over time, your PCP may be able to arrange for:*
 - your specialist to act as your PCP
 - a referral to a specialty care center that deals with the treatment of your illness
 - a call to Member Services for help in getting access to a specialty care center

Get These Services From CDPHP *WITHOUT* A Referral

Women's Health Care

You do not need a referral from your PCP to see one of our providers if:

- you are pregnant
- you need OB/GYN services
- you need family planning services
- you want to see a midwife
- you need to have a breast or pelvic exam

Family Planning

- You can get the following family planning services: advice about birth control, birth control prescriptions, male and female condoms, pregnancy tests, sterilization, and an abortion. During your visits for these things, you can also get tests for sexually transmitted infections, a breast cancer exam, or a pelvic exam.
- You *do not need a referral* from your PCP to get these services. In fact, you can choose where to get these services. You can *use your CDPHP ID card* to see one of our family planning providers. Check our Provider Directory or call Member Services for help in finding a provider.
- Or, you can *use your Medicaid card* if you want to go to a doctor or clinic outside our plan. Ask your PCP or Member Services (518) 641-3800 or 1-800-388-2994 for a list of places to go to get these services. You can also call the New York State Growing Up Healthy Hotline (1-800-522-5006) for the names of family planning providers near you.

HIV and Sexually Transmitted Infection (STI) Screening

Everyone should know their HIV status. HIV and STI screenings are part of your regular health care.

- You can get an HIV or STI test any time you have an office or clinic visit.
- You can get an HIV or STI test any time you have family planning services. You do not need a referral from your PCP (Primary Care Provider). Just make an appointment with any family planning provider. If you want an HIV or STI test, but *not as part of a family planning service*, your PCP can provide or arrange it for you.
- Or, if you'd rather not see one of our providers, you can use your Medicaid card to see a family planning provider outside CDPHP's network. For help in finding either a Plan provider or a Medicaid provider for family planning services call Member Services at (518) 641-3800 or 1-800-388-2994.
- Everyone should talk to their doctor about having an HIV test. To get free HIV testing or testing where your name isn't given, call 1-800-541-AIDS (English) or 1-800-233-SIDA (Spanish).

Some tests are “rapid tests” and the results are ready while you wait. The provider who gives you the test will explain the results and arrange for follow up care if needed. You will also learn how to protect your partner. If your test is negative, we can help you learn to stay that way.

Eye Care

The covered benefits include the needed services of an ophthalmologist, optometrist and an ophthalmic dispenser, and include an eye exam and pair of eyeglasses, if needed. Generally, you can get these once every two years, or more often if medically needed. Enrollees diagnosed with diabetes may self-refer for a dilated eye (retinal) examination once in any 12 month period. You must choose one of our participating providers.

New eyeglasses, with Medicaid approved frames, are usually provided once every two years. New lenses may be ordered more often, if, for example, your vision changes more than one-half diopter. If you break your glasses, they can be repaired. Lost eyeglasses, or broken eyeglasses that can't be fixed, will be replaced with the same prescription and style of frames. If you need to see an eye specialist for care of an eye disease or defect, your PCP will refer you.

Behavioral Health – (Mental Health and Substance Use)

We want to help you get the mental health and substance use services you need. If at any time you think you need help with mental health or substance use, you can see behavioral health providers in our network to see what services you may need. This includes services like clinic and detox services. You do not need a referral from your PCP.

Smoking Cessation

You can get medication, supplies and counseling if you want help to quit smoking. You do not need a referral from your PCP to get these services.

Maternal Depression Screening

If you are pregnant or recently had a baby and think you need help with depression, you can get a screening to see what services you may need. You do not need a referral from your PCP. You can get a screening for depression during pregnancy and for up to a year after your delivery.

Emergencies

You are always covered for emergencies.

An emergency means a medical or behavioral condition:

- that comes on all of a sudden, and
- has pain or other symptoms.

An emergency would make an average person fear that they, or someone, will suffer serious harm without care right away.

Examples of an emergency are:

- a heart attack or severe chest pain
- bleeding that won't stop
- a bad burn
- broken bones
- trouble breathing, convulsions, or loss of consciousness
- when you feel you might hurt yourself or others
- if you are pregnant and have signs like pain, bleeding, fever, or vomiting
- drug overdose

Examples of **non-emergencies** are:

- colds
- sore throat
- upset stomach
- minor cuts and bruises
- sprained muscles

Non-emergencies may also be family issues, a break up, or wanting to use alcohol or other drugs. These may feel like an emergency, but they are not a reason to go to the emergency room.

If you have an emergency, here's what to do:

If you believe you have an **emergency**, call 911 or go to the emergency room. You do not need your plan's or your PCP's approval before getting emergency care, and you are not required to use our hospitals or doctors.

If you're not sure, call your PCP or CDPHP.

- Tell the person you speak with what is happening. Your PCP or member services representative will:
 - tell you what to do at home
 - tell you to come to the PCP's office, or
 - tell you to go to the nearest emergency room

- If you are **out of the area** when you have an emergency:
 - Go to the nearest emergency room. If you are discharged from the emergency room with prescriptions, they must be filled at an NYRx Medicaid-enrolled pharmacy.

Remember

You do not need prior approval for emergency services.
Use the emergency room only if you have an Emergency.

The Emergency Room should NOT be used for problems like the flu,
sore throats, or ear infections.

If you have questions, call your PCP or CDPHP at (518) 641-3800 or 1-800-388-2994.

Urgent Care

You may have an injury or an illness that is not an emergency but still needs prompt care.

- This could be a child with an earache who wakes up in the middle of the night and won't stop crying.
- This could be the flu or if you need stitches.
- It could be a sprained ankle, or a bad splinter you can't remove.

You can get an appointment for an urgent care visit for the same or next day. Whether you are at home or away, call your PCP any time, day or night. If you cannot reach your PCP, call us at (518) 641-3800 or 1-800-388-2994. Tell the person who answers what is happening. They will tell you what to do.

Care Outside of the United States

If you travel outside of the United States, you can get urgent and emergency care only in the District of Columbia, Puerto Rico, the Virgin Islands, Guam, the Northern Mariana Islands and American Samoa. If you need medical care while in any other country (including Canada and Mexico), you will have to pay for it.

We Want To Keep You Healthy

Besides the regular checkups and the shots you and your family need, here are some other ways to keep you in good health:

- Stop smoking classes
- Prenatal care and nutrition
- Grief / loss support
- Chest feeding and baby care
- Stress management
- Weight control
- Cholesterol control
- Diabetes counseling and self-management training
- Asthma counseling and self-management training
- Sexually Transmitted Infection (STI) testing & protecting yourself from STIs

- Domestic violence services
- Other classes for you and your family

Call Member Services at (518) 641-3800 or 1-800-388-2994 or visit our website at www.CDPHP.com to find out more and get a list of upcoming classes.

Electronic Notice Option

CDPHP and our vendors can send you notices about service authorizations, plan appeals, complaints and complaint appeals electronically, instead of by phone or mail.

We can send you these notices to you through our secure online member account portal.

If you want to get these notices electronically, you must ask us. To ask for electronic notices contact us by phone, online, fax, or mail:

Phone.....1-800-388-2994.TTY/TDD users call 711
 Online..... <https://www.cdphp.com/members>
 Fax.....(518) 641-3507
 Mail.....6 Wellness Way, Latham, NY 12110

When you contact us, you must:

- Tell us how you want to get notices that are normally sent by mail,
- Tell us how you want to get notices that are normally made by phone call, and
- Give us your contact information (mobile phone number, email address, fax number, etc.).

CDPHP will let you know by mail that you have asked to get notices electronically.

PART II: YOUR BENEFITS AND PLAN PROCEDURES

BENEFITS

Medicaid Managed Care provides a number of services you get in addition to those you get with regular Medicaid. CDPHP will provide or arrange for most services that you will need. You can get a few services without going through your PCP. These include emergency care, family planning, HIV testing and counseling, and specific self-referral services. Please call our member services department at (518) 641-3800 or 1-800-388-2994 if you have any questions or need help with any of the services below.

Services Covered By CDPHP

You must get these services from the providers who are in CDPHP. All services must be medically or clinically necessary and provided or referred by your PCP (Primary Care Provider). Please call our Member Services department at (518) 641-3800 or 1-800-388-2994 if you have any questions or need help with any of the services below.

Regular Medical Care

- office visits with your PCP
- referrals to specialists
- eye / hearing exams

Preventive Care

- well baby care
- well child care
- regular check-ups
- shots for children from birth through childhood
- access to Early and Periodic Screening, Diagnosis and Treatment (EPSDT) services for enrollees from birth up to age 21
- smoking cessation counseling
- access to free needles and syringes
- smoking cessation counseling
- HIV education and risk reduction

Maternity Care

- pregnancy care
- doctors/midwife and hospital services
- newborn nursery care

Home Health Care

- Must be medically needed and arranged by CDPHP
- one medically needed post-partum home health visit (additional visits as medically needed for high-risk women)
- at least 2 visits for high-risk infants (newborns)
- other home health care visits as needed and ordered by your PCP/specialist

Personal Care/Home Attendant/Consumer Directed Personal Assistance Services (CDPAS)

- Must be medically needed and arranged by CDPHP
- Personal Care/Home Attendant – Help with bathing, dressing and feeding and help with preparing meals and housekeeping
- CDPAS – Help with bathing, dressing and feeding, help preparing meals and housekeeping, plus home health aide and nursing tasks. This is provided by an aide chosen and directed by you
- If you want more information, contact (518) 641-3800 or 1-800-388-2994

Personal Emergency Response System (PERS)

- This is an item you wear in case you have an emergency
- To qualify and get this service, you must be receiving personal care/home attendant or CDPAS services

Adult Day Health Care Services

- Must be recommended by your Primary Care Provider (PCP)
- Provides health education, nutrition, nursing and social services, help with daily living, rehabilitative therapy, pharmacy services, plus referrals for dental and other specialty care

AIDS Adult Day Health Care Services

- Must be recommended by your Primary Care Provider (PCP)
- Provides general medical and nursing care, substance use supportive services, mental health supportive services, nutritional services, plus socialization, recreational and wellness/health promotion activities

Therapy for Tuberculosis (TB)

- This is help taking your medication for TB and follow up care

Hospice Care

- Hospice helps patients and their families with their special needs that come during the final stages of illness and after death
- Must be medically needed and arranged by CDPHP
- Provides support services and some medical services to patients who are ill and expect to live for one year or less
- You can get these services in your home or in a hospital or nursing home

Children under age twenty-one (21) who are getting hospice services can also get medically needed curative services and palliative care.

If you have any questions about this benefit, you can call our Member Services Department at (518) 641-3800 or 1-800-388-2994.

Dental Care

CDPHP believes that providing you with good dental care is important to your overall health care. We offer dental care through a contract with Delta Dental, an expert in providing high quality dental services. CDPHP covers dental services such as:

- Preventive dental check-ups
- Cleanings
- X-rays
- Fillings

In certain circumstances, CDPHP may cover additional services, such as:

- Dentures
- Implants
- Crowns
- Root Canals

You do not need a referral from your PCP to see a dentist!

How to Get Dental Services:

You can see any dentist in the Delta Dental network for your needed care. Delta Dental has a directory of dental providers available for you. The providers in that directory are listed alphabetically by city, provider number, and provider name. To find a Delta Dental provider in your area, find your city and look for your zip code. To find the most current listing of Delta Dental providers in your area, call 1-800-542-9782 (TTY/TDD 711), 8 a.m. to 8 p.m. EST, Monday through Friday. There is an Interactive Voice Response system available 24 hours per day, 7 days per week. Or visit: deltadentalins.com/cdphp-medicaid.

- You will receive a separate Delta Dental ID card that you can show to any Delta Dental provider for dental services.
- You can also go to a dental clinic that is run by an academic dental center without a referral.
- If you need to find a dentist or change your dentist, please call Delta Dental at 1-800-542-9782 (TTY/TDD 711), 8 a.m. to 8 p.m. EST, Monday through Friday, or please call (518) 641-3800 or 1-800-388-2994. Customer Services Representatives are there to help you.

You can also go to a dental clinic that is run by an academic dental center without a referral. For help locating a dental clinic, please call Member Services at (518) 641-3800 or 1-800-388-2994.

Orthodontic Care

CDPHP will cover braces for children up to age 21 who have a severe problem with their teeth, such as: can't chew food due to severely crooked teeth, cleft palette, or cleft lip.

Vision Care

- Services of an ophthalmologist, ophthalmic dispenser and optometrist, and coverage for contact lenses, polycarbonate lenses, artificial eyes, and or replacement of lost or destroyed glasses, including repairs, when medically necessary. Artificial eyes are covered as ordered by a plan provider
- Eye exams, generally every two years, unless medically needed more often
- Glasses (new pair of Medicaid approved frames every two years, or more often if medically needed)
- Low vision exam and vision aids ordered by your doctor
- Specialist referrals for eye diseases or defects
- Enrollees diagnosed with diabetes may self-refer for a dilated eye (retinal) examination once in any 12 month period

Hospital Care

- Inpatient care
- Outpatient care
- Lab tests, x-ray, and other necessary tests

Emergency Care

- Emergency care services are procedures, treatments or services needed to evaluate or stabilize an emergency
- After you have received emergency care, you may need other care to make sure you remain in stable condition. Depending on the need, you may be treated in the

Emergency Room, in an inpatient hospital room, or in another setting. This is called **Post Stabilization Services**

- For more about emergency services, see page 13

Specialty Care

Includes the services of other practitioners, including:

- physical therapist
- occupational and speech therapists
- audiologist
- midwives
- cardiac rehabilitation
- podiatrists

Residential Health Care Facility Care (Nursing Home)

- includes short term, or rehab stays, and long term care;
- must be ordered by a physician and authorized by CDPHP;
- covered nursing home services include medical supervision, 24-hour nursing care, assistance with daily living, physical therapy, occupational therapy, and speech-language pathology

Rehabilitation:

CDPHP covers short term, or rehabilitation (also known as “rehab”) stays, in a skilled nursing home facility.

Long Term Placement:

CDPHP covers long term placement in a nursing home facility for members 21 years of age and older.

Long term placement means you will live in a nursing home.

When you are eligible for long term placement, you may select one of the nursing homes that are in CDPHP’s network that meets your needs. Call (518) 641-3800 or 1-800-388-2994 for help finding a nursing home in our network.

If you want to live in a nursing home that is not part of CDPHP’s network, you must transfer to another plan that has your chosen nursing home in its network.

Eligible Veterans, Spouses of Eligible Veterans, and Gold Star Parents of Eligible Veterans may choose to stay in a Veterans’ nursing home.

CDPHP does not have a Veterans’ Home in its network. If you are an eligible Veteran, spouse of an eligible Veteran or a Gold Star Parent of an eligible Veteran and you want to live in a Veterans’ Home, we will help arrange your admission. You must transfer to another Medicaid Managed Care health plan that has the Veterans’ Home in its network.

Determining Your Medicaid Eligibility for Long Term Nursing Home Services

You must apply to your Local Department of Social Services (LDSS) to have Medicaid and/or CDPHP pay for long term nursing home services. The LDSS will review your income and assets to determine your eligibility for long term nursing home services. The LDSS will let you know about any costs you may have to contribute toward your long-term nursing home care.

Additional Resources

If you have concerns about long term nursing home care, choosing a nursing home, or the effect on your finances, there are additional resources to help.

- Independent Consumer Advocacy Network (ICAN) provides free and confidential assistance. Call 1-844-614-8800 or visit www.icannys.org
- New York State Office for the Aging
 - Health Insurance Information, Counseling and Assistance (HIICAP) provides free counseling and advocacy on health insurance questions. Call 1-800-701-0501
 - NY CONNECTS is a link to long term service and supports. Call 1-800-342-9871 or visit www.nyconnects.ny.gov
- Nursing Home Bill of Rights (NHBOR) describes your rights and responsibilities as a nursing home resident. To learn more about NHBOR, visit www.health.ny.gov/facilities/nursing/rights/

BEHAVIORAL HEALTH CARE

Behavioral health care includes mental health and substance use treatment and rehabilitation services. All of our members have access to behavioral health services which include:

Adult Mental Health Care

- Psychiatric services
- Psychological services
- Inpatient and outpatient mental health treatment
- Injections for behavioral health related conditions
- Rehab services if you are in a community home or in family-based treatment
- Individual and group counseling through Office of Mental Health (OMH) clinics

Adult Outpatient Mental Health Care

- Continuing Day Treatment (CDT)
- Partial Hospitalization (PH)

Adult Outpatient Rehabilitative Mental Health Care

- Assertive Community Treatment (ACT)
- Personalized Recovery Oriented Services (PROS)

Adult Mental Health Crisis Services

- Comprehensive Psychiatric Emergency Program (CPEP) including extended observation bed

- Crisis intervention services
 - Mobile Crisis and Telephonic Crisis Services
- Crisis Residential Programs:
 - Residential Crisis Support: This is a program for people who are age 18 or older with symptoms of emotional distress. These symptoms cannot be managed at home or in the community without help.
 - Intensive Crisis Residence: This is a treatment program for people who are age 18 or older who are having severe emotional distress.

Substance Use Disorder Services for Adults age 21+

- Crisis Services/Detoxification
 - Medically Managed Withdrawal and Stabilization Services
 - Medically Supervised Inpatient Withdrawal and Stabilization Services
 - Medically Supervised Outpatient Withdrawal and Stabilization Services
- Inpatient Rehabilitation Services
- Residential Addiction Treatment Services
 - Stabilization
 - Rehabilitation
 - Reintegration
- Outpatient Addiction Treatment Services
 - Outpatient Clinic
 - Intensive Outpatient Treatment
 - Ancillary Withdrawal Services
 - Medication Assisted Treatment
 - Outpatient Rehabilitation Services
 - Opioid Treatment Programs (OTP)
- Gambling Disorder Treatment Provided by Office of Addiction Services and Supports (OASAS) Certified Programs
 - CDPHP covers Gambling Disorder Treatment provided by Office of Addiction Services and Supports (OASAS) certified programs.
 - You can get Gambling Disorder Treatment:
 - face-to-face; or
 - through telehealth.
 - If you need Gambling Disorder Treatment, you can get it from an OASAS outpatient program or if necessary, an OASAS inpatient or residential program.
 - You do not need a referral from your primary care provider (PCP) to get these services. If you need help finding a provider, please call CDPHP member services at the number listed below.

Harm Reduction Services

If you need help related to a substance use disorder, Harm Reduction Services can offer a complete patient-oriented approach to your health and well-being. CDPHP covers services that may help reduce substance use and other related harms. These services include:

- A plan of care developed by a person experienced in working with substance users
- Individual supportive counseling that assists in achieving your goals
- Group supportive counseling in a safe space to talk with others about issues that affect your health and well-being

- Counseling to help you with taking your prescribed medication and continuing treatment
- Support groups to help you better understand substance use and identify coping techniques and skills that will work for you

To learn more about these services, call Member Services at (518) 641-3800 or 1-800-388-2994.

Mental Health Care for Individuals Under Age 21

All eligible children under age 21:

- Comprehensive Psychiatric Emergency Program (CPEP) including Extended Observation bed
- Partial hospitalization (PH)
- Inpatient psychiatric services
- Individual and group counseling through OMH clinics
 - Children and Family Treatment and Support Services (CFTSS), including:
 - Other Licensed Practitioner (OLP)
 - Psychosocial Rehabilitation (PSR)
 - Community Psychiatric Supports and Treatment (CPST)
 - Family Peer Support Services (FPSS)
 - Crisis Intervention (CI)
 - Youth Peer Support (YPS)
- Psychiatric services
- Psychological services
- Injections for behavioral health related conditions
- Children's Crisis Residence: This is a support and treatment program for people under age 21. These services help people cope with an emotional crisis and return to their home and community.

Mental Health Services for Eligible children under age 21 (ages 18-20):

- Assertive Community Treatment (ACT)
- Continuing Day Treatment (CDT)
- Personalized Recovery Oriented Services (PROS)
- Crisis Residential Programs:
 - Residential Crisis Support: This is a program for people who are age 18 or older with symptoms of emotional distress. These symptoms cannot be managed at home or in the community without help.
 - Intensive Crisis Residence: This is a treatment program for people who are age 18 or older who are having severe emotional distress.

Substance Use Disorder Care for Individuals Under Age 21

Crisis Services/Detoxification

- Medically Managed Withdrawal and Stabilization Services
- Medically Supervised Inpatient Withdrawal and Stabilization Services
- Medically Supervised Outpatient Withdrawal and Stabilization Services
- Inpatient Rehabilitation Services
- Residential Addiction Treatment Services

- Stabilization
- Rehabilitation
- Reintegration
- Outpatient Addiction Treatment Services
 - Outpatient Clinic
 - Intensive Outpatient Treatment
 - Ancillary Withdrawal Services
 - Medication Assisted Treatment
 - Outpatient Rehabilitation Services
 - Opioid Treatment Programs (OTP)

Children’s Home and Community Based Services

New York State covers Children’s Home and Community Based Services (HCBS) under the children’s waiver. CDPHP covers children’s HCBS for members participating in the children’s waiver and provides care management for these services.

Children’s HCBS offer personal, flexible services to meet the needs of each child/youth. HCBS are provided where children/youth and families are most comfortable and supports them as they work towards goals and achievements.

Who can get Children’s HCBS?

Children’s HCBS are for children and youth who:

- Need extra care and support to remain at home/in the community
- Have complex health, developmental and/or behavioral health needs
- Want to avoid going to the hospital or a long-term care facility
- Are eligible for HCBS and participate in the children’s waiver

Members under age 21 will be able to get these services from their health plan:

- Community habilitation
- Day habilitation
- Caregiver/ Family Advocacy and Support Services
- Prevocational services - *must be age 14 and older*
- Supported employment - *must be age 14 and older*
- Respite services (planned respite and crisis respite)
- Palliative care
 - Expressive Therapy
 - Massage Therapy
 - Bereavement Service
 - Pain and Symptom Management
- Environmental modifications
- Vehicle modifications
- Adaptive and Assistive Technology
- Non-Medical Transportation

Children/youth participating in the Children’s Waiver must receive care management. Care management provides a person who can help you find and get the services that are right for you.

- If you are getting care management from a Health Home Care Management Agency (CMA), you can stay with your CMA. CDPHP will work with your CMA to help you get the services you need.
- If you are getting care management from the Children and Youth Evaluation Service (C-YES), CDPHP will work with C-YES and provide your care management.

Article 29-I Voluntary Foster Care Agency (VFCA) Health Facility Services

CDPHP covers Article 29-I VFCA Health Facility services for children and youth under age 21.

29-I VFCA Health Facilities work with families to promote well-being and positive outcomes for children in their care. 29-I VFCA Health Facilities use trauma informed practices to meet the unique needs of each child.

29-I VFCA Health Facilities may only serve children and youth referred by the local district of social services.

Core Limited Health-Related Services

1. Skill Building
2. Nursing Supports and Medication Management
3. Medicaid Treatment Planning and Discharge Planning
4. Clinical Consultation and supervision
5. Managed Care Liaison/Administration

and

Other Limited Health-Related Services

1. Screening, diagnosis, and treatment services related to physical health
2. Screening, diagnosis, and treatment services related to developmental and behavioral health
3. Children and Family Treatment and Support Services (CFTSS)
4. Children's Home and Community Based Services (HCBS)

HEALTH HOME CARE MANAGEMENT

CDPHP wants to meet all of your health needs. If you have multiple health issues, you may benefit from Health Home Care Management to help coordinate all of your health services.

- A Health Home Care Manager can:
 - Work with your PCP and other providers to coordinate all of your health care;
 - Work with the people you trust, like family members or friends, to help you plan and get your care;
 - Help with appointments with your PCP and other providers; and
 - Help manage ongoing medical issues like diabetes, asthma, and high blood pressure.

To learn more about Health Homes, contact Member Services at (518) 641-3800 or 1-800-388-2994.

Infertility Services

If you are unable to get pregnant, CDPHP covers services that may help.

CDPHP will cover the coordination of care related to limited infertility drugs covered by the Medicaid pharmacy program. The infertility benefit includes:

- Office visits
- X-ray of the uterus and fallopian tubes
- Pelvic ultrasound
- Blood testing

Eligibility

You may be eligible for infertility services if you meet the following criteria:

- You are 21-34 years old and are unable to get pregnant after 12 months of regular, unprotected sex.
- You are 35-44 years old and are unable to get pregnant after 6 months of regular, unprotected sex.

National Diabetes Prevention Program (NDPP) Services

If you are at risk for developing Type 2 diabetes, CDPHP covers services that may help.

CDPHP covers diabetes prevention services through the National Diabetes Prevention Program (NDPP). This benefit will cover 22 NDPP group training sessions over the course of 12 months.

The **National Diabetes Prevention Program** is an educational and support program designed to assist at-risk people from developing Type 2 diabetes. The program consists of group training sessions that focus on the long-term, positive effects of healthy eating and exercise. The goals for these lifestyle changes include modest weight loss and increased physical activity. NDPP sessions are taught using a trained lifestyle coach.

Eligibility

You may be eligible for diabetes prevention services if you have a recommendation by a physician or other licensed practitioner and are:

- At least 18 years old,
- Not currently pregnant,
- Overweight, and
- Have not been previously diagnosed with Type 1 or Type 2 Diabetes.

And, you meet one of the following criteria:

- You have had a blood test result in the prediabetes range within the past year, **or**
- You have been previously diagnosed with gestational diabetes, **or**
- You score 5 or higher on the CDC/American Diabetes Association (ADA) Prediabetes Risk Test.

Talk to your doctor to see if you qualify to take part in the NDPP.

Applied Behavior Analysis (ABA) Services

CDPHP covers Applied Behavior Analysis (ABA) therapy provided by:

- Licensed Behavioral Analyst (LBA), or
- Certified Behavioral Analyst Assistant (CBAA) under the supervision of an LBA.

Who can get ABA?

Children/youth under the age of 21 with a diagnosis of autism spectrum disorder and/or Rett Syndrome. If you think you are eligible to get ABA services, talk to your provider about this service. CDPHP will work with you and your provider to make sure you get the service you need.

The ABA services include:

- assessment and treatment by a physician, licensed behavioral analyst, or certified behavior analyst assistant,
- individual treatments delivered in the home or other setting,
- group adaptive behavior treatment, and
- training and support to family and caregivers.

Gender Dysphoria Related Care and Services

CDPHP covers the following gender dysphoria related care and services:

- Gender Reassignment (sex change) Surgeries, Services, and Procedures,
- Puberty Suppressants (medications used to delay the effects of puberty), and
- Cross-Sex Hormone Therapy (hormone medications used to help with sex change).

What is Gender Dysphoria?

Gender Dysphoria is the feeling of discomfort or distress that might occur when there is a conflict between the sex you were assigned at birth and the gender you identify with.

Gender Reassignment Surgery

Prior to surgery for the treatment of gender dysphoria, you must:

- receive a medical necessity determination from a qualified medical professional,
- be 18 years of age or older. Members under 18 years of age will be reviewed on a case-by-case basis for medical necessity and must receive prior approval from CDPHP, as applicable.
- have lived in a gender role consistent with your gender identity for 12 months. During this time, you must have received behavioral health counseling, as deemed necessary by your treating qualified medical professional, and
- have two letters from qualified New York State licensed health professionals recommending surgery based upon their own assessment.

Puberty Suppressants and Cross-Sex Hormones

CDPHP will provide medically necessary hormone therapy for treatment of gender dysphoria.

Treatment with puberty suppressants, must be:

- based upon a determination from a qualified medical professional.

Treatment with cross-sex hormones, must meet the following age specific criteria:

- members 16 years of age or older must receive a determination of medical necessity made by a qualified professional.
- members 16 and 17 years of age must also receive a determination from a qualified medical professional that you are eligible and ready for treatment.

- members under 16 years of age, must meet the above criteria and receive prior approval from CDPHP, as applicable.

Talk to your health care provider to see if you qualify for gender dysphoria related care and services. To learn more about these services, call Member Services at (518) 641-3800 or 1-800-388-2994.

In Lieu of Services (ILS)

ILS are services or settings that are not covered by Medicaid but are medically appropriate substitutes for covered services or settings.

Home-Delivered Medically Tailored Meals (MTM)

As a CDPHP member, you can join a no-cost Medically Tailored Meals program that provides healthy meals straight to your home.

Through this program, you and other members who qualify can get:

- Help from a registered dietitian and nutritionist. This person is a food and nutrition expert and will help give guidance and support in choosing healthy foods.
- Up to two meals per day delivered to your home for six months at a time. You may be able to continue receiving meals as long as you are eligible for this program. These meals are tailored for your specific health needs and can help you gain access to healthy, nutritious foods.
- This program is offered to CDPHP Medicaid members ages 18 years or older. Members must have a secure place to store and heat meals, and:
- Receive personal care services. Member must choose to replace some of their meal preparation and food shopping hours while getting a medically tailored meal. The hours reduced will depend on the number of meals you receive.

OR

- Have cancer, diabetes, heart failure, or HIV/AIDS, and a certain number of inpatient hospital stays and/or emergency room (ER) visits within the last 12 months related to these conditions.

To learn more about these services, call Member Services at 1-800-388-2994.

Other Covered Services

- Durable Medical Equipment (DME) / Hearing Aids / Prosthetics /Orthotics
- Court Ordered Services
- Case Management
- Help getting social support services
- Federally Qualified Health Centers (FQHC)
- Services of a Podiatrist as medically needed

Benefits You Can Get From CDPHP *OR* With Your Medicaid Card

For some services, you can choose where to get the care. You can get these services by using your CDPHP membership card. You can also go to providers who will take your Medicaid Benefit card. You do not need a referral from your PCP to get these services. Call us if you have questions at (518) 641-3800 or 1-800-388-2994.

Family Planning

You can go to any doctor or clinic that takes Medicaid and offers family planning services. You can visit one of our family planning providers as well. Either way, you do not need a referral from your PCP.

You can get birth control drugs, birth control devices (IUDs and diaphragms) that are available with a prescription, plus emergency contraception, sterilization, pregnancy testing, prenatal care, and abortion services. You can also see a family planning provider for HIV and sexually transmitted infection (STI) testing and treatment, and counseling related to your test results. Screenings for cancer and other related conditions are also included in family planning visits.

HIV and STI Screening (when receiving this service as part of a family planning visit)

Everyone should know their HIV status. HIV and sexually transmitted infection screenings are part of your regular health care.

- You can get an HIV or STI test any time you have an office or clinic visit.
- You can get an HIV or STI test any time you have family planning services. You do not need a referral from your PCP (Primary Care Provider). Just make an appointment with any family planning provider. If you want an HIV or STI test, but *not as part of a family planning service*, your PCP can provide or arrange it for you.
- If you'd rather not see one of our CDPHP providers, you can use your Medicaid card to see a family planning provider outside CDPHP. For help in finding either a Plan provider or a Medicaid provider for family planning services call Member Services at (518) 641-3800 or 1-800-388-2994.
- Everyone should talk to their doctor about having an HIV test. To get free HIV testing or testing where your name isn't given, call 1-800-541-AIDS (English) or 1-800-233-SIDA (Spanish).

Some tests are “rapid tests” and the results are ready while you wait. The provider who gives you the test will explain the results and arrange for follow up care if needed. You will also learn how to protect your partner. If your test is negative, we can help you learn to stay that way.

You can ask your PCP for a list of places to get these services or call Member Services at (518) 641-3800 or 1-800-388-2994. You can also call the New York State Growing Up Healthy Hotline (1-800-522-5006) for nearby places to get these services.

Tuberculosis (TB) Diagnosis and Treatment

You can choose to go either to your PCP or to the county public health agency for diagnosis and/or treatment. You do not need a referral to go to the county public health agency.

Benefits Using Your MEDICAID CARD Only

There are some services CDPHP does not provide. You can get these services from a provider who takes Medicaid by using your Medicaid Benefit card.

Pharmacy

You can get prescriptions, over-the-counter medicines, enteral formulas, and some medical supplies from any pharmacy that takes Medicaid. A co-payment may be required for some people, for some medications and pharmacy items.

Certain medications may require that your doctor get prior authorization from Medicaid before the pharmacy can dispense your medication. Getting prior authorization is a simple process for your doctor and does not prevent you from getting medications that you need.

Do you have questions or need help? The Medicaid Helpline can assist you. They can talk to you in your preferred language. They can be reached at 1-800-541-2831. TTY 1-800-662-1220

They can answer your call:

- Monday - Friday, 8 am – 8pm
- Saturday, 9am – 1 pm

Transportation

Non-emergency transportation will be covered by regular Medicaid. To get non-emergency transportation, you or your provider must call your local Department of Social Services or Medical Answering Services (MAS). If possible, you or your provider should call MAS at least 3 days before your medical appointment and provide your Medicaid identification number (ex. AB12345C), appointment date and time, address where you are going, and doctor you are seeing. Non-emergency medical transportation includes: personal vehicle, bus, taxi, ambulette and public transportation.

Please contact the number for your county listed below:

County	Non-Emergency Transportation Manager (MAS)
Albany	1-855-360-3549
Columbia	1-855-360-3546
Fulton	1-855-360-3550
Greene	1-855-360-3545
Montgomery	1-855-360-3548
Rensselaer	1-855-360-3293
Saratoga	1-855-852-3292
Schenectady	1-855-852-3291
Schoharie	1-855-852-3290
Warren	1-855-360-3541
Washington	1-855-360-3544

If you have an emergency and need an ambulance, you must call 911.

Note: For undocumented non-citizens age 65 and over, non-emergency transportation is not covered.

Developmental Disabilities

- Long-term therapies
- Day treatment
- Housing services
- Medicaid Service Coordination (MSC) program

Services NOT Covered:

*These services are not **available** from CDPHP or Medicaid.* If you get any of these services, you may have to pay the bill.

- Cosmetic surgery if not medically needed
- Personal and comfort items
- Services from a provider that is not part of CDPHP unless it is a provider you are allowed to see as described elsewhere in this handbook or CDPHP or your PCP send you to that provider
- Services for which you need a referral (approval) in advance and you did not get it.
- Drugs when used to treat erectile dysfunction or sexual dysfunction

You may have to pay for any service that your PCP does not approve. Or, if before you get a service, you agree to be a “private pay” or “self-pay” patient you will have to pay for the service. This includes:

- non-covered services (listed above)
- unauthorized services
- services provided by providers not part of CDPHP

If You Get a Bill

If you get a bill for a treatment or service you do not think you should pay for, do not ignore it. Call CDPHP at (518) 641-3800 or 1-800-388-2994 right away. CDPHP can help you understand why you may have gotten a bill. If you are not responsible for payment, CDPHP will contact the provider and help fix the problem for you.

You have the right to ask for a plan appeal if you think you are being asked to pay for something Medicaid or CDPHP should cover. See the Plan Appeal section later in this handbook. If you have any questions, call Member Services at (518) 641-3800 or 1-800-388-2994.

Service Authorization

Prior Authorization:

There are some treatments and services that you need to get approval for before you receive them or in order to be able to continue receiving them. This is called **prior authorization**. You, your provider, or someone you trust can ask for this. The following treatments and services must be approved before you get them:

- Experimental procedures,

- Certain medications,
- Out-of-network care for medically necessary services.

Asking for approval of a treatment or service is called a **service authorization request**. To get approval for these treatments or services you need to have your PCP contact the CDPHP resource coordination department at (518) 641-4100 or 1-800-274-2332.

You will also need to get prior authorization if you are getting one of these services now but need to continue or get more of the care. This is called **concurrent review**.

What happens after we get your service authorization request:

CDPHP has a review team to be sure you get the services you need. We check that the service you are asking for is covered under your health plan. Doctors and nurses are on the review team. Their job is to be sure the treatment or service you asked for is medically needed and right for you. They do this by checking your treatment plan against medically acceptable standards.

We may decide to deny a service authorization request or to approve it for an amount that is less than requested. These decisions will be made by a qualified health care professional. If we decide that the requested service is not medically necessary, the decision will be made by a clinical peer reviewer, who may be a doctor or may be a health care professional who typically provides the care you requested. You can request the specific medical standards, called **clinical review criteria**, we use to make decisions about medical necessity.

After we get your request, we will review it under a **standard** or **fast track** process. You or your doctor can ask for a fast track review if it is believed that a delay will cause serious harm to your health. If your request for a fast track review is denied, we will tell you and your case will be handled under the standard review process.

We will fast track your review if:

- A delay will seriously risk your health, life, or ability to function
- Your provider says the review must be faster
- You are asking for more a service you are getting right now

In all cases, we will review your request as fast as your medical condition requires us to do so but no later than mentioned below.

We will tell you and your provider both by phone and in writing if your request is approved or denied. We will also tell you the reason for the decision. We will explain what options for appeals or fair hearings you will have if you don't agree with our decision. (See also the Plan Appeals and Fair Hearing sections later in this handbook.)

Timeframes for prior authorization requests:

- **Standard review:** We will make a decision about your request within 3 work days of when we have all the information we need, but you will hear from us no later than 14 days after we receive your request. We will tell you by the 14th day if we need more information.
- **Fast track review:** We will make a decision and you will hear from us within 72 hours. We will tell you within 72 hours if we need more information.

Timeframes for concurrent review requests:

- **Standard review:** We will make a decision within 1 work day of when we have all the information we need, but you will hear from us no later than 14 days after we received your request. We will tell you by the 14th day if we need more information.
- **Fast track review:** We will make a decision within 1 work day of when we have all the information we need. You will hear from us no later than 72 hours after we received your request. We will tell you within 1 work day if we need more information.

Special timeframes for other requests:

- If you are in the hospital or have just left the hospital and you are asking for home health care we will make a decision within 72 hours of your request.
- If you are getting inpatient substance use disorder treatment, and you ask for more services at least 24 hours before you are to be discharged, we will make a decision within 24 hours of your request.
- If you are asking for mental health or substance use disorder services that may be related to a court appearance, we will make a decision within 72 hours of your request.
- If you are asking for a practitioner administered drug when provided in an outpatient hospital, clinic, or doctor's office, we will make a decision within 24 hours of your request, after your health care provider has provided CDPHP with a completed prior authorization form with all necessary information included to review the request.
- A step therapy protocol means we require you to try another drug first before we will approve the drug you are requesting. If you are asking for approval to override a step therapy protocol, we will make a decision within 24 hours for practitioner administered drugs when provided in an outpatient hospital, clinic, or physician's office, after your health care provider has provided CDPHP with a completed prior authorization form with all necessary information included to review the request.

If we need more information to make either a standard or fast track decision about your service request, we will:

- Write and tell you what information is needed. If your request is in a fast track review, we will call you right away and send a written notice later.
- Tell you why the delay is in your best interest.
- Make a decision no later than 14 days from the day we asked for more information.

You, your provider, or your representative may also ask us to take more time to make a decision. This may be because you have more information to give us to help decide your case. This can be done by calling 1-800-388-2994 or writing to CDPHP, 6 Wellness Way, Latham, NY 12110.

You or your representative can file a complaint with CDPHP if you don't agree with our decision to take more time to review your request. You or someone you trust can also file a complaint about the review time with the New York State Department of Health by calling 1-800-206-8125.

We will notify you by the date our time for review has expired. But if for some reason you do not hear from us by that date, it is the same as if we denied your service authorization request. If we do not respond to a request to override a step therapy protocol on time, your request will be approved.

If you think our decision to deny your service authorization request is wrong, you have the right to file a Plan Appeal with us. *See the Plan Appeal section later in this handbook.*

Other Decisions About Your Care:

Sometimes we will do a concurrent review on the care you are receiving to see if you still need the care. We may also review other treatments and services you have already received. This is called **retrospective review**. We will tell you if we make these decisions.

Timeframes for other decisions about your care:

- In most cases, if we make a decision to reduce, suspend or stop a service we have already approved and you are now getting, we must tell you at least 10 days before we change the service.
- We must tell you at least 10 days before we make any decision about long term services and supports, such as home health care, personal care, CDPAS, adult day health care, and nursing home care.
- If we are checking care that has been given in the past, we will make a decision about paying for it within 30 days of receiving all information we need for the retrospective review. If we deny payment for a service, we will send a notice to you and your provider the day the payment is denied. These notices are not bills. **You will not have to pay for any care you received that was covered by CDPHP or by Medicaid even if we later deny payment to the provider.**

How Our Providers Are Paid

You have the right to ask us whether we have any special financial arrangement with our providers that might affect health care. You can call Member Services at (518) 641-3800 or 1-800-388-2994 if you have specific concerns. Most of our providers are paid in one or more of the following ways:

- Most PCPs who work in a clinic or health center, get a **salary**. The number of patients they see does not affect their salary.
- PCPs who work from their own offices may get a set fee each month for each patient for whom they are the PCP. The fee stays the same regardless of the number of times the patient visits the PCP. This is called **capitation**.
- Providers may get a set fee for each person on their patient list, but some money may be held back for an **incentive** fund. At the end of the year, PCPs who have met the incentive standards set by CDPHP receive additional payments.
- Providers may also receive **fee-for-service payment**. This means they get a set fee for each service they provide.

You Can Help With Plan Policies

You can help us develop policies that best serve our members. If you have ideas, please tell us about them. Please let us know if you would like to work with one of our member advisory boards or committees. Call Member Services at (518) 641-3800 or 1-800-388-2994 to find out how you can help.

Additional Information From Member Services

Here is information you can get by calling Member Services at (518) 641-3800 or 1-800-388-2994:

- A list of names, addresses, and titles of CDPHP’s Board of Directors, Officers, Controlling Parties, Owners and Partners
- A copy of the most recent financial statements/balance sheets, summaries of income and expenses
- A copy of the most recent individual direct pay subscriber contract
- Information from the Department of Financial Services about consumer complaints about CDPHP
- How we keep your medical records and member information private
- In writing, we will tell you how CDPHP checks on the quality of care to our members
- We will tell you which hospitals our health providers work with
- If you ask us in writing, we will tell you the guidelines we use to review conditions or diseases that are covered by CDPHP
- If you ask in writing, we will tell you the qualifications needed and how health care providers can apply to be part of CDPHP
- If you ask, we will tell you:
 1. whether our contracts or subcontracts include physician incentive plans that affect the use of referral services, and, if so,
 2. information on the type of incentive arrangements used; and
 3. whether stop loss protection is provided for physicians and physicians groups
- Information about how our company is organized and how it works

Keep Us Informed

Call Member Services at (518) 641-3800 or 1-800-388-2994 whenever these changes happen in your life:

- You change your name, address or telephone number
- You have a change in Medicaid eligibility
- You are pregnant
- You give birth
- There is a change in insurance for you or your children

If you no longer get Medicaid, you *may* be able to enroll in another program. Contact your local Department of Social Services, or NY State of Health, The Official Health Plan Marketplace, at 1-855-355-5777 or nystateofhealth.ny.gov.

Disenrollment And Transfers

- **If YOU Want to Leave CDPHP**

You can try us out for 90 days. You may leave CDPHP and join another health plan at any time during that time. If you do not leave in the first 90 days, however, you must stay in CDPHP for nine more months, unless you have a good reason (good cause) to leave our Plan.

Some examples of good cause include:

- Our health plan does not meet New York State requirements and members are harmed because of it
- You move out of our service area
- You, CDPHP, and the LDSS all agree that disenrollment is best for you
- You are or become exempt or excluded from managed care

- We have not been able to provide services to you as we are required to under our contract with the State

To change plans:

If you've enrolled through your local Department of Social Services (LDSS):

- Call the Managed Care staff at your LDSS
- If you live in Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, or Washington County, call New York Medicaid Choice at 1-800-505-5678. The New York Medicaid Choice counselors can help you change health plans.

If you've enrolled through NY State of Health:

- Log your NY State of Health account at www.nystateofhealth.ny.gov, **or**
- Meet with an enrollment assister to receive assistance with updating your account, **or**
- Call the NY State of Health Customer Service Center at 1-855-355-5777 (TTY: 1-800-662-1220).

You may be able to transfer to another plan over the phone. If you have to be in managed care, you will have to choose another health plan. It may take between two and six weeks to process depending on when your request is received. You will get a notice that the change will take place by a certain date. CDPHP will provide the care you need until then.

You can ask for faster action if you believe the timing of the regular process will cause added damage to your health. You can also ask for faster action if you have complained because you did not agree to the enrollment. Call your local Department of Social Services or New York Medicaid Choice.

- **You Could Become Ineligible for CDPHP**

- You or your child may have to leave CDPHP if you or the child:
 - move out of the County or service area
 - change to another managed care plan
 - have access to an HMO or other insurance plan through work
 - go to prison, or
 - otherwise lose Medicaid eligibility
- Your child may have to leave CDPHP if they:
 - join a Physically Handicapped Children's Program
- **If you have to leave CDPHP or become ineligible for Medicaid, all of your services may stop unexpectedly, including any care you receive at home.** Call New York Medicaid Choice at 1-800-505-5678 right away if this happens

- **We Can Ask You to Leave CDPHP**

- You can also lose your CDPHP membership if you often:
 - refuse to work with your PCP regarding your care,
 - don't follow CDPHP's rules,
 - do not fill out forms honestly or do not give true information (commit fraud),
 - cause abuse or harm to plan members, providers or staff, or
 - act in ways that make it hard for us to do our best for you and other members even after we have tried to fix the problems

Plan Appeals

There are some treatments and services that you need to get approval for before you receive them or in order to be able to continue receiving them. This is called **prior authorization**. Asking for approval of a treatment or service is called a **service authorization request**. This process is described earlier in this handbook. The notice of our decision to deny a service authorization request or to approve it for an amount that is less than requested is called an **Initial Adverse Determination**.

If you are not satisfied with our decision about your care, there are steps you can take.

Your provider can ask for reconsideration:

If we made a decision that your service authorization request was not medically necessary or was experimental or investigational; and we did not talk to your doctor about it, your doctor may ask to speak with our Medical Director. The Medical Director will talk to your doctor within one work day.

You can file a Plan Appeal:

If you think our decision about your service authorization request is wrong, you can ask us to look at your case again. This is called a **Plan Appeal**.

- You have **60 calendar days** from the date of the Initial Adverse Determination notice to ask for a Plan Appeal.
- You can call Member Services (518) 641-3800 or 1-800-2994 if you need help asking for a Plan Appeal or following the steps of the appeal process. We can help if you have any special needs like a hearing or vision impairment, or if you need translation services.
- You can ask for a Plan Appeal, or you can have someone else, like a family member, friend, doctor or lawyer, ask for you. You and that person will need to sign and date a statement saying you want that person to represent you.
- We will not treat you any differently or act badly toward you because you ask for a Plan Appeal.

Aid to Continue while appealing a decision about your care:

If we decided to reduce, suspend or stop services you are getting now, you may be able to continue the services while you wait for your Plan Appeal to be decided. You must ask for your Plan Appeal:

- Within ten days from being told that your care is changing or
- By the date the change in services is scheduled to occur, whichever is later

If your Plan Appeal results in another denial you may have to pay for the cost of any continued benefits that you received.

You can call, write, visit us to ask for a Plan Appeal. When you ask for a Plan Appeal, or soon after, you will need to give us:

- Your name and address
- Enrollee number
- Service you asked for and reason(s) for appealing
- Any information that you want us to review, such as medical records, doctors' letters or other information that explains why you need the service.
- Any specific information we said we needed in the Initial Adverse Determination notice.
- To help you prepare for your Plan Appeal, you can ask to see the guidelines, medical records and other documents we used to make the Initial Adverse Determination. If your Plan Appeal is fast tracked, there may be a short time to give us information you want us to review. You can ask to see these documents or ask for a free copy by calling (518) 641-3800 or 1-800-388-2994.

Give us your information and materials by :

Phone (518) 641-3800 or 1-800-388-2994
Fax (518) 641-3507
Mail CDPHP Appeals Department, 6 Wellness Way, Latham, NY 12110
Online www.cdphp.com/members (*Sign into the secure member portal*)
In Person..... 6 Wellness Way, Latham, NY 12110

If you ask for a Plan Appeal by phone, unless it is fast tracked, you must also send your Plan Appeal to us in writing. After your call, we will send you a form which is a summary of your phone Plan Appeal. If you agree with our summary, you should sign and return the form to us. You can make any needed changes before sending the form back to us.

If you are asking for an out of network service or provider:

- If we said that the service you asked for is not very different from a service available from a participating provider, you can ask us to check if this service is medically necessary for you. You will need to ask your doctor to send this information with your Plan Appeal:
 1. a statement in writing from your doctor that the out of network service is very different from the service the plan can provide from a participating provider. Your doctor must be a board certified or board eligible specialist who treats people who need the service you are asking for.
 2. two medical or scientific documents that prove the service you are asking for is more helpful to you and will not cause you more harm than the service the plan can provide from a participating provider.

If your doctor does not send this information, we will still review your Plan Appeal. However, you may not be eligible for an External Appeal. *See the External Appeal section later in this handbook.*

- If you think our participating provider does not have the correct training or experience to provide a service, you can ask us to check if it is medically necessary for you to be referred to an out of network provider. You will need to ask your doctor to send this information with your appeal:
 1. a statement in writing that says our participating provider does not have the correct training and experience to meet your needs, and

2. a recommendation to an out of network provider with the correct training and experience who is able to provide the service.

Your doctor must be a board certified or board eligible specialist who treats people who need the service you are asking for. If your doctor does not send this information, we will still review your Plan Appeal. However, you may not be eligible for an External Appeal. See the *External Appeal* section later in this handbook.

What happens after we get your Plan Appeal:

- Within 15 days, we will send you a letter to let you know we are working on your Plan Appeal.
- We will send you a free copy of the medical records and any other information we will use to make the appeal decision. If your Plan Appeal is fast tracked, there may be a short time to review this information.
- You can also provide information to be used in making the decision in person or in writing. Call CDPHP at (518) 641-3800 or 1-800-388-2994 if you are not sure what information to give us.
- Plan Appeals of clinical matters will be decided by qualified health care professionals who did not make the first decision, at least one of whom will be a clinical peer reviewer.
- Non-clinical decisions will be handled by persons who work at a higher level than the people who worked on your first decision.
- You will be given the reasons for our decision and our clinical rationale, if it applies. The notice of the Plan Appeal decision to deny your request or to approve it for an amount that is less than requested is called a **Final Adverse Determination**.
- **If you think our Final Adverse Determination is wrong:**
 - you can ask for a Fair Hearing. See the Fair Hearing section of this handbook.
 - for some decisions, you may be able to ask for an External Appeal. See the External Appeal section of this handbook.
 - you may file a complaint with the New York State Department of Health at 1-800-206-8125.

Timeframes for Plan Appeals:

- **Standard Plan Appeals:** If we have all the information we need, we will tell you our decision within 30 calendar days from when you asked for your Plan Appeal.
- **Fast track Plan Appeals:** If we have all the information we need, fast track Plan Appeal decisions will be made in 2 working days from your Plan Appeal but not more than 72 hours from when you asked for your Plan Appeal.
 - We will tell you within in 72 hours if we need more information.
 - If your request was denied when you asked for more inpatient substance use disorder treatment at least 24 hours before you were to leave the hospital, we will make a decision about your appeal within 24 hours.
 - We will tell you our decision by phone and send a written notice later.

Your Plan Appeal will be reviewed under the fast track process if:

- you or your doctor asks to have your Plan Appeal reviewed under the fast track process. Your doctor would have to explain how a delay will cause harm to your health. If your request for fast track is denied, we will tell you and your Plan Appeal will be reviewed under the standard process; **or**
- your request was denied when you asked to continue receiving care that you are now getting or need to extend a service that has been provided; **or**
- your request was denied when you asked for home health care after you were in the

hospital; **or**

- your request was denied when you asked for more inpatient substance use disorder treatment at least 24 hours before you were to leave the hospital.

If we need more information to make either a standard or fast track decision about your Plan Appeal, we will:

- Write you and tell you what information is needed. If your request is in a fast track review, we will call you right away and send a written notice later
- Tell you why the delay is in your best interest
- Make a decision no later than 14 days from the day we asked for more information

You or your representative may also ask us to take more time to make a decision. This may be because you have more information to give CDPHP to help decide your case. This can be done by calling (518) 641-3800 or 1-800-388-2994 or writing.

You or your representative can file a complaint with CDPHP if you don't agree with our decision to take more time to review your Plan Appeal. You or someone you trust can also file a complaint about the review time with the New York State Department of Health by calling 1-800-206-8125.

If you do not receive a response to your Plan Appeal or we do not decide in time, including extensions, you can ask for a Fair Hearing. See the Fair Hearing section of this handbook.

The original denial will be reversed and your service authorization request will be approved if we do not decide your Plan Appeal on time and we said the service you are asking for is:

1. not medically necessary, or
2. experimental or investigational, or
3. not different from care you can get in the plan's network, or
4. available from a participating provider who has correct training and experience to meet your needs.

External Appeals

You have other appeal rights if we said the service you are asking for was:

1. not medically necessary
2. experimental or investigational
3. not different from care you can get in the plan's network
4. available from a participating provider who has correct training and experience to meet your needs

For these types of decisions, you can ask New York State (NYS) for an independent External Appeal. This is called an External Appeal because it is decided by reviewers who do not work for the health plan or NYS. These reviewers are qualified people approved by NYS. The service must be in the plan's benefit package or be an experimental treatment, clinical trial, or treatment for a rare disease. You do not have to pay for an External Appeal.

Before you ask for an External Appeal:

- You must file a Plan Appeal and get the plan's Final Adverse Determination **or**
- If you have not gotten the service, and you ask for a fast track Plan Appeal, you may ask for an expedited External Appeal at the same time. Your doctor will have to say an

- expedited External Appeal is necessary **or**
- You and CDPHP may agree to skip our appeals process and go directly to External Appeal **or**
- You can prove CDPHP did not follow the rules correctly when processing your Plan Appeal

You have **4 months** after you receive CDPHP's Final Adverse Determination to ask for an External Appeal. If you and CDPHP agreed to skip our appeals process, then you must ask for the External Appeal within 4 months of when you made that agreement.

To ask for an External Appeal, fill out an application and send it to the Department of Financial Services. You can call Member Services at (518) 641-3800 or 1-800-388-2994 if you need help filing an appeal. You and your doctors will have to give information about your medical problem. The External Appeal application says what information will be needed.

Here are some ways to get an application:

- Call the Department of Financial Services, 1-800-400-8882
- Go to the Department of Financial Services' web site at www.dfs.ny.gov.
- Contact the health plan at (518) 641-3800 or 1-800-388-2994

Your External Appeal will be decided in 30 days. More time (up to five work days) may be needed if the External Appeal reviewer asks for more information. You and CDPHP will be told the final decision within two days after the decision is made.

You can get a faster decision if:

- Your doctor says that a delay will cause serious harm to your health: or
- You are in the hospital after an emergency room visit and the hospital care is denied by your plan.

This is called an **Expedited External Appeal**. The External Appeal reviewer will decide an expedited appeal in 72 hours or less.

If you asked for inpatient substance use disorder treatment at least 24 hours before you were to leave the hospital, we will continue to pay for your stay if:

- you ask for a fast track Plan Appeal within 24 hours, **AND**
- you ask for a fast track External Appeal at the same time.

We will continue to pay for your stay until there is a decision made on your appeals. We will make a decision about your fast track Plan Appeal in 24 hours. The fast track External Appeal will be decided in 72 hours.

The External Appeal reviewer will tell you and the plan the decision right away by phone or fax. Later, a letter will be sent that tells you the decision.

If you ask for a Plan Appeal, and you receive a Final Adverse Determination that denies, reduces, suspends or stops your service, you can ask for a Fair Hearing. You may ask for a Fair Hearing or ask for an External Appeal, or both. If you ask for both a Fair Hearing and an External Appeal, the decision of the fair hearing officer will be the one that counts.

Fair Hearings

You may ask for a Fair Hearing from New York State if:

- You are not happy with a decision your Local Department of Social Services or the State Department of Health made about your staying or leaving CDPHP
- You are not happy with a decision we made to restrict your services. You feel the decision limits your Medicaid benefits. You have 60 calendar days from the date of the Notice of Intent to Restrict to ask for a Fair Hearing. If you ask for a Fair Hearing within 10 days of the Notice of Intent to Restrict, or by the effective date of the restriction, whichever is later, you can continue to get your services until the Fair Hearing decision. However, if you lose your Fair Hearing, you may have to pay the cost for the services you received while waiting for the decision.
- You are not happy with a decision that your doctor would not order services you wanted. You feel the doctor's decision stops or limits your Medicaid benefits. You must file a complaint with CDPHP. If we agree with your doctor, you may ask for a Plan Appeal. If you receive a Final Adverse Determination, you will have 120 calendar days from the date of the Final Adverse Determination to ask for a state Fair Hearing.
- You are not happy with a decision that we made about your care. You feel the decision limits your Medicaid benefits. You are not happy we decided to:
 - reduce, suspend or stop care you were getting
 - deny care you wanted
 - deny payment for care you received
 - did not let you dispute a co-pay amount, other amount you owe or payment you made for your health care

You must first ask for a Plan Appeal and receive a Final Adverse Determination. You will have 120 calendar days from the date of the Final Adverse Determination to ask for a Fair Hearing.

If you asked for a Plan Appeal and receive a Final Adverse Determination that reduces, suspends, or stops care you are getting now, you can continue to get the services your doctor ordered while you wait for your Fair Hearing to be decided. You must ask for a fair hearing within 10 days from the date of the Final Adverse Determination or by the time the action takes effect, whichever is later. However, if you choose to ask for services to be continued, and you lose your Fair Hearing, you may have to pay the cost for the services you received while waiting for a decision.

- You asked for a Plan Appeal, and the time for us to decide your Plan Appeal has expired, including any extensions. If you do not receive a response to your Plan Appeal or we do not decide in time, you can ask for a Fair Hearing.

The decision you receive from the fair hearing officer will be final.

You can use one of the following ways to request a Fair Hearing:

- By phone – 1-800-342-3334
- By fax – 518-473-6735
- By internet – otda.state.ny.us/oah/forms.asp
- By mail – NYS Office of Temporary and Disability Assistance
Office of Administrative Hearings
Managed Care Hearing Unit
P.O. Box 22023
Albany, New York 12201-2023

When you ask for a Fair Hearing about a decision CDPHP made, we must send you a copy of the **evidence packet**. This is information we used to make our decision about your care. The plan will give this information to the hearing officer to explain our action. If there is not time enough to mail it to you, we will bring a copy of the evidence packet to the hearing for you. If you do not get your evidence packet by the week before your hearing, you can call (518) 641-3800 or 1-800-388-2994 to ask for it.

Remember, you may complain anytime to the New York State Department of Health by calling 1-800-206-8125.

Complaint Process

Complaints:

We hope our health plan serves you well. If you have a problem, talk with your PCP, or call or write Member Services. Most problems can be solved right away. If you have a problem or dispute with your care or services, you can file a complaint with CDPHP. Problems that are not solved right away over the phone and any complaint that comes in the mail will be handled according to our complaint procedure described below.

You can call Member Services (518) 641-3800 or 1-800-388-2994 if you need help filing a complaint or following the steps of the complaint process. We can help if you have any special needs like a hearing or vision impairment, or if you need translation services.

We will not make things hard for you or take any action against you for filing a complaint.

You also have the right to contact the New York State Department of Health about your complaint at 1-800-206-8125 or write to: Complaint Unit, Bureau of Consumer Services, OHIP DHPCO 1CP-1609, New York State Department of Health, Albany, New York 12237.

You may also contact your local Department of Social Services with your complaint at any time. You may call the New York State Department of Financial Services at (1-800-342-3736) if your complaint involves a billing problem.

How to File a Complaint

You can file a complaint, or you can have someone else, like a family member, friend, doctor or lawyer, file the complaint for you. You and that person will need to sign and date a statement saying you want that person to represent you.

To file by phone, call Member Services at (518) 641-3800 or 1-800-388-2994. If you call us after hours, leave a message. We will call you back the next work day. If we need more information to make a decision, we will tell you.

You can write us with your complaint or call the Member Services number and request a complaint form. It should be mailed to (518) 641-3800 or 1-800-388-2994.

What Happens Next

If we don't solve the problem right away over the phone or after we get your written complaint, we will send you a letter within 15 work days. The letter will tell you:

- who is working on your complaint
- how to contact this person
- if we need more information

You can also provide information to be used reviewing your complaint in person or in writing. Call CDPHP at (518) 641-3800 or 1-800-388-2994 if you are not sure what information to give us.

Your complaint will be reviewed by one or more qualified people. If your complaint involves clinical matters your case will be reviewed by one or more qualified health care professionals.

After we review your complaint:

- We will let you know our decision within 45 days from when we have all the information we need to answer your complaint. You will hear from us in no more than 60 days from the day we get your complaint. We will write you and will tell you the reasons for our decision.
- When a delay would risk your health, we will let you know our decision within 48 hours from when we have all the information we need to answer your complaint. You will hear from us in no more than 7 days from the day we get your complaint. We will call you with our decision. You will get a letter to follow up our communication in 3 work days.
- You will be told how to appeal our decision if you are not satisfied and we will include any forms you may need to complete.
- If we are unable to make a decision about your Complaint because we don't have enough information, we will send a letter and let you know.

Complaint Appeals

If you disagree with a decision we made about your complaint, you can file a **complaint appeal** with CDPHP.

How to make a complaint appeal:

- If you are not satisfied with what we decide, you have at least 60 work days after hearing from us to file a complaint appeal.
- You can do this yourself or ask someone you trust to file the complaint appeal for you.
- The complaint appeal must be made in writing. If you make a complaint appeal by phone it must be followed up in writing.
- After your call, we will send you a form which is a summary of your phone appeal. If you agree with our summary, you must sign and return the form to us. You can make any needed changes before sending the form back to us.

What happens after we get your complaint appeal:

After we get your complaint appeal, we will send you a letter within 15 work days. The letter will tell you:

- who is working on your complaint appeal
- how to contact this person
- if we need more information

Your complaint appeal will be reviewed by one or more qualified people at a higher level than those who made the first decision about your complaint. If your complaint appeal involves clinical matters, your case will be reviewed by one or more qualified health professionals with at least one clinical peer reviewer that were not involved in making the first decision about your complaint.

If we have all the information we need, you will know our decision in 30 working days. If a delay would risk your health, you will get our decision in 2 work days from when we have all the information we need to decide the appeal. You will be given the reasons for our decision and our clinical rationale, if it applies. If you are still not satisfied, you or someone on your behalf can file a complaint at any time with the New York State Department of Health at 1-800-206-8125.

Member Rights And Responsibilities

Your Rights

As a member of CDPHP, you have a right to:

- Be cared for with respect, without regard for health status, gender, race, color, religion, national origin, age, marital status or sexual orientation
- Be told where, when and how to get the services you need from CDPHP
- Be told by your PCP what is wrong, what can be done for you, and what will likely be the result in language you understand
- Get a second opinion about your care
- Give your OK to any treatment or plan for your care after that plan has been fully explained to you
- Refuse care and be told what you may risk if you do
- Get a copy of your medical record, and talk about it with your PCP, and to ask, if needed, that your medical record be amended or corrected
- Be sure that your medical record is private and will not be shared with anyone except as required by law, contract, or with your approval
- Use the CDPHP complaint system to settle any complaints, or you can complain to the New York State Department of Health or the local Department of Social Services any time you feel you were not fairly treated
- Use the NYS Fair Hearing system
- Appoint someone (relative, friend, lawyer, etc.) to speak for you if you are unable to speak for yourself about your care and treatment
- Receive considerate and respectful care in a clean and safe environment free of unnecessary restraints

Your Responsibilities

As a member of CDPHP, you agree to:

- Work with your PCP to guard and improve your health
- Find out how your health care system works
- Listen to your PCP's advice and ask questions when you are in doubt
- Call or go back to your PCP if you do not get better, or ask for a second opinion
- Treat health care staff with the respect you expect to receive yourself
- Tell us if you have problems with any health care staff. Call Member Services
- Keep your appointments. If you must cancel an appointment, call as soon as you can
- Use the emergency room only for real emergencies
- Call your PCP when you need medical care, even if it is after-hours

Advanced Directives

There may come a time when you are not able to decide about your own health care. By planning in advance, you can arrange now for your wishes to be carried out.

- First, let family, friends and your doctor know what kinds of treatment you do or do not want
- Second, you can appoint an adult you trust to make decisions for you
- Third, it is best to put your thoughts in writing

Health Care Proxy

A health care proxy form allows you to name another adult that you trust (usually a family member or a friend) to make decisions about your medical care if you are not able to make your own decisions. You should talk with the person you chose so they know about your wishes. To get Health Care Proxy forms, talk to your provider or go to www.health.ny.gov/forms

Do Not Resuscitate (DNR)

You have the right to decide if you want any special or emergency treatment to restart your heart or lungs if your breathing or circulation stops. If you do not want special treatment, including cardiopulmonary resuscitation (CPR), you should make your wishes known in writing. Your PCP will provide a DNR order for your medical records. You can also get a DNR form to carry with you and/or a bracelet to wear that will let any emergency medical provider know about your wishes.

Organ Donor Card

This wallet sized card says that you are willing to donate parts of your body to help others when you die. Also, check the back of your driver's license to let others know if and how you want to donate your organs.

Important Phone Numbers

Your PCP _____

Your nearest emergency room _____

CDPHP

Member services (518) 641-3800 or 1-800-388-2994

Member services TTY/TDD 711

Other units

Resource Coordination..... (518) 641-4100 or 1-800-274-2332

CDPHP Behavioral Health Services..... 1-888-320-9584

CDPHP Behavioral Health Services (TTY/TDD)..... 711

New York State Department of Health (Complaints)..... 1-800-206-8125

New York State Office of Mental Health Complaints..... 1-800-597-8481

New York State Office of Addiction Services

and Supports (OASAS) Complaints..... 1-518-473-3460

Ombudsman: CHAMP 1-888-614-5400

Mailbox (Ombuds@oasas.ny.gov)

Local County Departments of Social Services:

Albany County, 162 Washington Ave., Albany, NY 12210 (518) 447-7500

Columbia County, 25 Railroad Ave., Hudson, NY 12534 (518) 828-9411*

Fulton County, 4 Daisy Lane, Johnstown, NY 12095 (518) 736-5600*

Greene County, 411 Main St., Catskill, NY 12414..... (518) 943-3200*

Montgomery County, County Office Building, P.O. Box 745, Fonda, NY 12068 (518) 853-4646*

Rensselaer County, 1801 Sixth Ave., Troy, NY 12180..... (518) 266-7982

Saratoga County, 152 West High St., Ballston Spa, NY 12020 (518) 884-4148

Schenectady County, 797 Broadway, Schenectady, NY 12308..... (518) 388-4470

Schoharie County, County Office Building, P.O. Box 687, Schoharie, NY 12157 .. (518) 295-8334*

Warren County, 1340 State Route 9, Lake George, NY 12845..... (518) 761-7627

Washington County, 383 Broadway, Fort Edward, NY 12828..... (518) 746-2300*

****Ask for managed care unit.***

New York Medicaid Choice 1-800-505-5678

New York State HIV/AIDS Hotline 1-800-541-AIDS (2437)

Spanish 1-800-233-SIDA (7432)

TDD 1-800-369-AIDS (2437)

New York City HIV/AIDS Hotline (English & Spanish) 1-800-TALK-HIV (8255-448)

HIV Uninsured Care Programs 1-800-542-AIDS (2437)

TDD Relay, then 1-518-459-0121

Child Health Plus

Free or low-cost health insurance for children 1-800-698-4543
TTY/TDD 1-877-898-5849

PartNer Assistance Program..... 1-800-541-AIDS (2437)
- In New York City (CNAP) 1-212-693-1419

Social Security Administration 1-800-772-1213
New York State Domestic Violence Hotline..... 1-800-942-6906
Spanish 1-800-942-6908
Hearing Impaired 1-800-810-7444

Americans with Disabilities Act (ADA) Information Line..... 1-800-514-0301
TDD 1-800-514-0383
Independent Consumer Advocacy Network (ICAN) 1-844-614-8800
-Provides free and confidential assistance
-Website: www.icannys.org

Local Pharmacy..... _____

Other Health Providers:

Important Web Sites

CDPHP

www.cdphp.com

New York State Department of Health (DOH):

<https://www.health.ny.gov/>

New York State Office of Mental Health (OMH):

<https://omh.ny.gov/>

New York State Office of Addiction Services and Supports (OASAS):

<https://oasas.ny.gov/>

New York State DOH HIV/AIDS Information:

<https://www.health.ny.gov/diseases/aids/>

New York State HIV Uninsured Care Programs:

<http://www.health.state.ny.us/diseases/aids/resources/adap/index.htm>

HIV Testing Resource Directory:

<https://www.health.ny.gov/diseases/aids/consumers/testing/index.htm>

New York City Department of Health & Mental Hygiene (DOHMH):

<https://www.nyc.gov/site/doh/index.page>

New York City DOHMH HIV/AIDS Information:

<https://www.nyc.gov/site/doh/health/health-topics/aids-hiv.page>

