



A plan for life.

**NEW YORK STATE
HEALTH AND RECOVERY PLAN
MEMBER HANDBOOK**

This handbook will tell you how to use your CDPHP plan.

Please put this handbook where you can find it when you need it.

November 2018

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- ▶ 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 CDPHP by:

- ▶ Mail: CDPHP Civil Rights Coordinator, 500 Patroon Creek Blvd., Albany, New York 12206
- ▶ Phone: 1-844-391-4803 (for TTY/TDD services, call 711)
- ▶ Fax: (518) 641-3401
- ▶ In person: 500 Patroon Creek Blvd., Albany, New York 12206
- ▶ 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 1-800-537-7697)



Multi-language Interpreter Services

ATTENTION: If you speak a non-English language, language assistance services, free of charge, are available to you. Call (518) 641-3800 or 1-800-388-2994 (TTY: 711).

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al (518) 641-3800 o 1-800-388-2994 (TTY: 711).

注意: 如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 (518) 641-3800 或 1-800-388-2994 (TTY: 711)。

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните (518) 641-3800 или 1-800-388-2994 (телетайп: 711).

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele (518) 641-3800 oswa 1-800-388-2994 (TTY: 711).

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. (518) 641-3800 또는 1-800-388-2994 (TTY: 711) 번으로 전화해 주십시오.

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero (518) 641-3800 o 1-800-388-2994 (TTY: 711).

אויפמערקזאם: אויב איר רעדט אידיש, זענען פארהאן פאר אייך שפראך הילף סערוויסעס פריי פון אפצאל.
רופט (518) 641-3800 או 1-800-388-2994 (TTY: 711).

লক্ষ্য করুনঃ যদি আপনি বাংলা, কথা বলতে পারেন, তাহলে নিঃখরচায় ভাষা সহায়তা পরিষেবা উপলব্ধ আছে। ফোন করুন (518) 641-3800 বা 1-800-388-2994 (TTY: 711)।

UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer (518) 641-3800 lub 1-800-388-2994 (TTY: 711).

تنبيه: إذا كنت تتحدث لغة غير الإنجليزية، تتوفر إليك خدمات مساعدة اللغة مجاناً. اتصل بالرقم (518) 641-3800 أو 1-800-388-2994 (TTY: 711).

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le (518) 641-3800 ou 1-800-388-2994 (ATS : 711).

توجه دیں: اگر آپ غیر انگریزی زبان بولتے ہیں تو، آپ کے لیے زبان سے متعلق اعانت کی خدمات، مفت دستیاب ہیں۔ (518) 641-3800 یا 1-800-388-2994 (TTY: 711) پر کال کریں۔

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa (518) 641-3800 o 1-800-388-2994 (TTY: 711).

ΠΡΟΣΟΧΗ: Αν μιλάτε ελληνικά, στη διάθεσή σας βρίσκονται υπηρεσίες γλωσσικής υποστήριξης, οι οποίες παρέχονται δωρεάν. Καλέστε (518) 641-3800 ή 1-800-388-2994 (TTY: 711).

KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, pa pagesë. Telefononi në (518) 641-3800 ose 1-800-388-2994 (TTY: 711)

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Health and Recovery Plan Member Handbook

WELCOME to CDPHP's Health and Recovery Plan

We are glad that you enrolled in CDPHP. CDPHP's Health and Recovery Plan, or HARP, is approved by New York State. HARPs are a new kind of plan that provide Medicaid members with their health care, plus care for behavioral health. In this handbook, behavioral health means mental health, substance use disorder and rehabilitation.

We are a special health care plan with providers who have a lot of experience treating persons who may need mental health and/or substance use care to stay healthy. We also provide care management services to help you and your health care team to work together to keep you as healthy as possible.

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 of CDPHP. In order to get to know you better, we will get in touch with you in the next two weeks. You can ask us any questions you have, or get help making appointments. If you want to speak with us sooner, just call us at (518) 641-3800 or 1-800-388-2994. You can also visit the Find a Doc feature on our website at www.CDPHP.com to get more information about CDPHP.

HOW HEALTH AND RECOVERY PLANS WORK

The Plan, Our Providers, and You

You may have seen or heard about the changes in health care. Many consumers get their health benefits through managed care, which provides a central home for your care. If you were getting behavioral health services using your Medicaid card, now those services may be available through CDPHP.

As a member of CDPHP, you will have all the benefits available in regular Medicaid, plus you can also get specialty services to help you reach your health goals. We offer extended services to help you get and stay healthy, and help with your recovery.

CDPHP offers new services, called Behavioral Health Home and Community Based Services (BHHCBS), to members who qualify.

BHHCBS may help you:

- Find housing.
- Live independently.
- Return to school.
- Find a job.
- Get help from people who have been there.
- Manage stress.
- Prevent crises.

As a member of CDPHP, you will also have a Health Home Care Manager who will work with all your physical and behavioral health providers to pay special attention to your whole health care needs. The Health Home Care Manager will help make sure you get the medical, behavioral health and social services you may need, such as help to get housing and food assistance.

You may be using your Medicaid card to get a behavioral health service that is now available through CDPHP. To find out if a service you already get is now provided by CDPHP, contact Member Services at (518) 641-3800 or 1-800-388-2994.

- You and your health care team will work together to make sure you enjoy the best physical and emotional health possible. You can get special services for healthy living, such as nutrition classes and help to stop smoking.
- CDPHP has a contract with the New York State Department of Health to meet the health care needs of people with Medicaid. In turn, we choose a group of health care, mental health and substance use providers to help us meet your needs. These doctors and specialists, hospitals, clinics, labs, case managers, and other health care facilities make up our **provider network**. You will find a list in our provider directory. If you do not have a provider directory, call Member Services at (518) 641-3800 or 1-800-388-2994 to get a copy or visit our website at CDPHP.com.
- When you join CDPHP, one of our providers will take care of you. Most of the time that person will be your **Primary Care Provider (PCP)**. You may want to choose a PCP from your mental health or substance use clinic. If you need to have a test, see another specialist, or go into the hospital, your Primary Care Provider will arrange it.
- Your Primary Care Provider is available to you every day, day and night. If you need to speak to him or her after hours or weekends, leave a message and how you can be reached. Your Primary Care Provider will get back to you as soon as possible. Even though your Primary Care Provider is your main source for health care, in some cases, you can self-refer to certain doctors for some services. See page 8 for details.
- You may be restricted to certain plan providers if you are:
 - 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 Health Home Care Manager and other providers who give you care and your authorized representative. Referrals to such providers will always be discussed with you in advance by your Primary Care Provider

and/or Health Home Care Manager. CDPHP staff have been trained in keeping strict member confidentiality.

HOW TO USE THIS HANDBOOK

- This handbook will tell you how your new health care plan 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. The rest of the handbook can wait until you need it. Use it for reference or check it out a bit at a time. When you have a question, check this handbook or call our Member Services department at (518) 641-3800 or 1-800-388-2994. 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
8:00 AM–6:00 PM

Call (518) 641-3800 or 1-800-388-2994
(TTY/TDD 711)

If you need help at other times, call the crisis line directly at 1-888-320-9584

- You can call Member Services to get help **any time 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 report that you are pregnant, the birth of a new baby or ask about any change that might affect your benefits.
- 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 speak to you in your language.
- **For people with disabilities:** If you use a wheelchair, or 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/TDD 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 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 CDPHP member. You should also keep your Medicaid benefit card. You will need your Medicaid 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 PCP (Primary Care Provider). **If you have not chosen a PCP, you should do so right away.** If you do not choose a doctor within 30 days, we will choose one for you. Member Services (518) 641-3800 or 1-800-388-2994) can check to see if you already have a PCP or help you choose a PCP. **You may also be able to choose a PCP at your behavioral health clinic.**
 - CDPHP provides an online list of all doctors, clinics, hospitals, pharmacies and others who work with us in the Find a Doc section of www.CDPHP.com. You can also ask to receive a printed book with this information. If you would like one mailed to you, please call Member Services or you can fill out and return the post card on the back of your member information packet.
 - 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 speak to you in your language,
 - is easy to get to,
 - is at a clinic you go to.
- Women can also choose one of our OB/GYN doctors for with women's health care. Women do not need a PCP referral to see a plan OB/GYN doctor. They can have routine check-ups, follow-up care if needed, and regular care during pregnancy.
- We also contract with several FQHCs (Federally Qualified Health Centers). 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 one of our providers. Or you can sign up with a PCP in one of the FQHCs that we work with. Just call Member Services (518) 641-3800 or 1-800-388-2994) for help.
 - 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 provider 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 doctor until after your delivery through post-partum care.
 - 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.
 - If you are being treated by a provider licensed by the Office of Mental Health or certified by the Office of Alcohol and Substance Abuse Services for a behavioral health condition that began before July 1, 2016, you can ask to keep your provider for treatment for up to 2 years from July 1, 2016.
 - 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. 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 (primary care provider). 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 with 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 once every six months without cause, or more often if you have a good reason. You can also change your OB/GYN or a specialist to which 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 through post-partum care. If you are seeing a doctor regularly for a special medical problem, 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.

HEALTH HOME CARE MANAGEMENT

CDPHP is responsible for providing and coordinating your physical health care and your behavioral health services. We use Health Homes to coordinate services for our members. It is your choice if you want to join a Health Home, and we encourage you to join a Health Home for your Care Management.

CDPHP can help you enroll with a Health Home that will assign your personal Health Home Care Manager. Your Health Home Care Manager can help you make appointments, help you get social services, and keep track of your progress.

Your Health Home is responsible for giving you an assessment to see what Behavioral Health Home and Community Based Services you may need. Using the assessment, you and your Health Home Care Manager will work together to make a Plan of Care that is designed especially for you.

Your Health Home Care Manager can:

- Work with your PCP and other providers to coordinate all of your physical and behavioral health care;
- Work with the people you trust, like family members or friends, to help you plan and get your care;
- Support you getting social services, like SNAP (food stamps) and other social service benefits;
- Develop a plan of care with you to help identify your needs and goals;
- Help with appointments with your PCP and other providers;
- Help you manage ongoing medical issues like diabetes, asthma, and high blood pressure;
- Help you find services to help with weight loss, healthy eating, exercise and to stop smoking;
- Support you during treatment;
- Identify resources you need that are located in your community;
- Help you with finding or applying for stable housing;
- Help you safely return home after a hospital stay; and
- Make sure you get follow up care, medications and other needed services.

Your Health Home Care Manager will be in touch with you soon after you enroll to find out what care you need and to help you with appointments. Your Health Home Care Manager or someone from your Health Home provider is available to you 24 hours a day, 7 days a week. Call CDPHP Members Services at (518) 641-3800 or 1-800-388-2994.

If you are in crisis and need to talk to someone right away, call 1-888-320-9584. If you don't choose to enroll in a Health Home, all these services will be provided to you by CDPHP case managers. To find out more about CDPHP case management, call 1-888-94CDPHP.

REGULAR HEALTH CARE

- Your health care will include regular check-ups for all your health care needs. We provide referrals to hospitals or specialists. We want new members to see his or her Primary Care Provider for a first medical visit soon after enrolling in CDPHP. This will give you a chance to talk with your Primary Care Provider about your past health issues, the medicines you take, and any questions that you have.
- 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.
- You can call CDPHP twenty-four (24) hours a day, seven (7) days a week at (518) 641-3800 or 1-800-388-2994, if you have questions about getting services or if for some reason you cannot reach your Primary Care Provider.
- Your care must be **medically necessary**—the services you get must be needed:
 - to prevent, or diagnose and correct what could cause more suffering, or
 - to deal with a danger to your life, or
 - to deal with a problem that could cause illness, or
 - to deal with something that could limit your normal activities.
- Your PCP will take care of most of your health care needs. You should 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 him or her. 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. If you have the need for treatment over the coming weeks, make your first appointment in the first week of joining CDPHP. For non-urgent, preventive care, your PCP should be able to see you within four weeks. If you need a baseline or routine physical, your PCP should see you within twelve weeks. Your Health Home Care Manager can help you make and get ready for your first appointment.
- **If you need care before your first appointment**, call your PCP's office to explain your concern. He or she will give you an earlier appointment for this concern. (You should still keep your first appointment to discuss your medical history and ask questions.)
- Use the following list as a guide for the longest time you may have to wait after you ask for an appointment. Your Care Manager can also help you make or get appointments.
 - urgent care: within 24 hours
 - non-urgent sick visits: within 3 days
 - routine, preventive care: within 4 weeks

- first pre-natal visit: within 3 weeks during 1st trimester (2 weeks during 2nd, 1 week during 3rd)
- first family planning visit: within 2 weeks
- follow-up visit after mental health/substance use ER or inpatient visit: 5 days
- non-urgent mental health or substance use specialist visit: within 1 week.
- adult baseline and routine physicals: within 12 weeks

BEHAVIORAL HEALTH CARE AND HOME AND COMMUNITY BASED SERVICES (BHCBS)

Behavioral health care includes mental health and substance use treatment services. You have access to services that can help you with emotional health. You can also get help with alcohol or other substance use issues.

If you need help to support your living in the community, CDPHP provides additional services, called Behavioral Health Home and Community Based Services (BHCBS). These services can help you stay out of the hospital and live in the community. Some services can help you reach life goals for employment, school, or for other areas of your life you may like to work on.

To be eligible for these services, you will need to get an assessment. To find out more, call us at (518) 641-3600/1-888-320-9584 or ask your Health Home or CDPHP Care Manager about these services.

See pages 12–13 of this Handbook for more information about these services and how to get them.

HOW TO GET SPECIALTY CARE AND REFERRALS

- If you need care that your PCP cannot give, he or she will **refer** you to other specialists 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 the 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 CDPHP. This is called an **out-of-network referral**. You will need prior authorization from CDPHP. This is true even if the CDPHP network does not have the right specialist to meet your particular health care needs. 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-network referral. We will assess the treatment plan and consult with your PCP and the out-of-network provider and make a decision within three work 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. Specific information needed to file an appeal will be explained in a denial letter. If your PCP or CDPHP refers you to a provider outside our network, you are not responsible for any of the costs except any copayments as described in this handbook.

- 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 17 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 17 to find out how.
- You may need to see a specialist for ongoing care of a medical or behavioral health condition. 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; or
 - a referral to a care center that specializes in the treatment of your illness.

GET THESE SERVICES FROM OUR PLAN 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, or
- you need OB/GYN services, or
- you need family planning services, or
- you want to see a mid-wife, or
- 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, or 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 the plan's 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 STI screening

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.
- Or, if you'd rather not see one of the 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.

HIV Prevention Services

Many HIV prevention services are available to you. We will talk with you about any activities that might put you or others at risk of transmitting HIV or getting sexually transmitted diseases. We can help you learn how to protect yourself. We can also help you get free male and female condoms and clean syringes.

If you are HIV positive, we can help you talk to your partners. We can help you talk to your family and friends and help them understand HIV and AIDS and how to get treatment. If you need help talking about your HIV status with future partners CDPHP staff will assist you. We can even help you talk to your children about HIV.

Eye Care

The covered service includes the needed services of an ophthalmologist, optometrist, and an ophthalmic dispenser and includes 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 just choose one of our participating providers.

New eyeglasses, with Medicaid approved frames, are usually provided once every two years. You should check our provider directory or Find-A-Doc on www.CDPHP.com to see if your eye doctor is approved to dispense eyeglasses. 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.

You may self-refer to Article 28 clinics that provide optometry services and are affiliated with the College of Optometry of the State University of New York.

Behavioral Health (Mental Health and Substance Use)

We want to help you get the mental health and substance use services that you may 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 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 during pregnancy and for up to a year after your delivery.

EMERGENCIES

You are always covered for emergencies. In New York State, 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 a person with an average knowledge of health be afraid that someone will suffer serious harm to body parts or functions or serious disfigurement without care right away.

Examples of an emergency are:

- a heart attack or severe chest pain
- bleeding that won't stop or a bad burn
- broken bones
- trouble breathing, convulsions, 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, or 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 CDPHP 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 CDPHP representative will:
 - tell you what to do at home, or
 - tell you to come to the PCP's office,
 - tell you about community services you can get, like 12 step meetings or a shelter, or
 - tell you to go to the nearest emergency room.
- **You can also contact CDPHP BH Member Services at 1-888-320-9584 24 hours a day, 7 days a week if you are in crisis or need help with a mental health or drug use situation.**
- If you are **out of the area** when you have an emergency:
 - Go to the nearest emergency room or call 911.
 - Call CDPHP as soon as you can (within 48 hours if you can).

Remember

You do not need prior approval for emergency services.

Use the emergency room *only* if you have an TRUE EMERGENCY.

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

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

Crisis
1-888-320-9584

URGENT CARE

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

- 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. If 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.

NON-EMERGENCY CARE OUTSIDE THE SERVICE AREA

Non-emergency services delivered outside the CDPHP network are not covered unless they are previously authorized. If you are traveling and have a medical need that is urgent but not an emergency—such as a sore throat or infection—call the CDPHP resource coordination department at 1-800-274-2332. They will advise you and approve needed care. Routine preventive care—such as a checkup—is not covered out of the service area.

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 need, here are some other services we provide and ways to keep you in good health:

- Stop-smoking classes
- Pre-natal care and nutrition
- Grief/Loss support
- Breast 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

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.

Handbook—Part 2

YOUR BENEFITS AND PLAN PROCEDURES

The rest of this handbook is for your information when you need it. It lists the covered and the non-covered services. If you have a complaint, the handbook tells you what to do. The handbook has other information you may find useful. Keep this handbook handy for when you need it.

BENEFITS

Health and Recovery Plans provide a number of services you get in addition to those you get with regular Medicaid. We will provide or arrange for most services that you will need. You can get a few services, however, without going through your PCP. These include emergency care; family planning; HIV testing; mobile crisis services; and specific self-referral services, including those you can get from within CDPHP and some that you can choose to go to any Medicaid provider of the service.

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
- help staying on schedule with medicines
- coordination of care and benefits

Preventive Care

- regular check-ups
- access to free needles and syringes
- smoking cessation counseling and medications
- HIV education and risk reduction
- referral to Community Based Organizations (CBOs) for supportive care

Maternity Care

- pregnancy care
- doctors/mid-wife and hospital services
- screening for depression during pregnancy and up to a year after birth

Home Health Care

- Must be medically needed and arranged by CDPHP
- One medically necessary post-partum home health visit, additional visits as medically necessary for high-risk women
- 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 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 and need help.
- To qualify and get this service, you must be receiving personal care/home attendant or CDPAS services.

Adult Day Health Care

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

Therapy for Tuberculosis

- This is help with 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.

If you have any questions about these services, you can call Member Services 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. Covered services include regular and routine dental services such as preventive dental check-ups, cleaning, x-rays, fillings and other services to check for any changes or abnormalities that may require treatment and/or follow-up care for you. *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.

Vision Care

- Services of an ophthalmologist, ophthalmic dispenser and optometrist.
- 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, with 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

Pharmacy

- Prescription drugs
- Over-the-counter medicines
- Insulin and diabetic supplies
- Smoking cessation agents, including OTC products
- Hearing aid batteries
- Emergency Contraception (6 per calendar year)
- Medical and surgical supplies

A pharmacy co-payment may be required for some people, for some medications and pharmacy items. There are no co-payments for the following members or services:

- Drugs to treat mental illness (psychotropic) and tuberculosis
- Family Planning drugs and supplies like birth control pills and male or female condoms.
- Family Planning drugs and supplies like birth control pills, male or female condoms, syringes and needles.
- Consumers who are pregnant: during pregnancy and for the two months after the month in which the pregnancy ends.
- Consumers in a Comprehensive Medicaid Care Management (CMCM) or Service Coordination Program.
- Consumers in an OMH or OPWDD Home and Community Based Services (HCBS) Waiver Program.
- Consumers in a DOH HCBS Waiver Program for Persons with Traumatic Brain Injury (TBI).

Prescription Item	Copayment amount	Copayment details
Brand Name Prescription Drugs*	\$3.00	One copay charge for each new prescription and each refill
Generic Prescription Drugs	\$1.00	
Over-the-counter medications (e.g., for smoking cessation and diabetes)	\$0.50	

*This copayment amount is reduced to \$1 if the brand-name drug is on the CDPHP formulary and the New York State Preferred Drug List.

- If you have a co-pay, there is a co-payment for each new prescription *and* each refill.
- If you have a co-pay, you are responsible for a maximum of \$200 each calendar year.
- If you transferred to a new plan during the calendar year, keep your receipts as proof of your co-payments or you may request proof of paid co-payments from your pharmacy. You will need to give a copy to your new plan.
- Certain drugs may require that your doctor get prior authorization before writing your prescription. Your doctor can work with CDPHP to make sure you get the medications that you need. Learn more about prior authorization later in this handbook.
- CDPHP will pay for up to a 30 day supply of your prescription.
- CDPHP works with CVS Caremark to administer the pharmacy benefit. You have a choice in where you fill your prescriptions. You can go to any pharmacy that participates with our plan. The following pharmacies are NOT in the pharmacy network: Rite-Aid and Walgreens. The following pharmacies ARE in the pharmacy network: CVS, Walmart, Price Chopper, Hannaford, Kinney Drugs, Target and Shop Rite. For more information on your options, please contact Member Services at (518) 641-3800 or 1-800-388-2994.

Hospital Care

- Inpatient care
- Outpatient care
- Lab, x-ray, other 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 your 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 9.

Specialty Care

Includes the services of other practitioners, including:

- Physical therapist—Limited to 40 visits per calendar year
- Occupational and speech therapists—Limited to 20 visits each per calendar year
- Audiologist

- Midwives
- Cardiac rehabilitation
- Podiatrists

Limits for physical, occupational and speech therapists do not apply if you are under age 21, you have been determined to be developmentally disabled by the Office for People with Developmental Disabilities, or if you have a traumatic brain injury. To learn more about these services, call Member Services at the number identified below.

Residential Health Care Facility Care (Nursing Home)

- Includes short term, or rehab, stays in a skilled nursing facility
- 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.

If you are in need of long term placement in a nursing home, your local department of social services must determine if you meet certain Medicaid income requirements. CDPHP and the nursing home can help you apply. Long term stays are not a covered benefit in CDPHP's HARP product. If you qualify for long term coverage, you will need to transfer to CDPHP's Select Plan product.

You must get short term rehab care from a nursing home that is in CDPHP's provider network. If you choose a nursing home outside of CDPHP's network, you may have to transfer to another plan. Call New York Medicaid Choice at 1-800-505-5678 for help with questions about nursing home providers and plan networks.

CDPHP does not have a Veteran's Home in its network. If you are an Eligible Veteran, a Spouse of an Eligible Veteran, or a Gold Star Parent of an Eligible Veteran and you want to live in a Veteran's Home, you may transfer to another Medicaid Managed Care health plan that has a Veteran's Home in its network.

Call (518) 641-3800 or 1-800-388-2994 for help finding a nursing home in our network.

Harm Reduction Services

If you are in need of help related to 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, TTY/TDD 711.

BEHAVIORAL HEALTH CARE

Behavioral health care includes mental health and substance use (alcohol and drugs) treatment and rehabilitation services. All of our members have access to services to help with emotional health, or to help with alcohol or other substance use issues. These services include:

Mental Health Care

- Intensive psychiatric rehab treatment (IPRT)
- Clinic
- Inpatient mental health treatment
- Partial hospital care
- Continuing day treatment
- Personalized Recovery Oriented Services (PROS)
- Assertive Community Treatment Services (ACT)
- Individual and group counseling
- Crisis intervention services

Substance Use Disorder Services

- Inpatient and outpatient substance use disorder (alcohol and drug) treatment
- Inpatient detoxification services
- Opioid, including methadone maintenance treatment
- Residential Substance Use Disorder Treatment
- Inpatient and Outpatient Detoxification Treatment

Behavioral Health Home and Community Based Services (BHHCBS)

BH HCBS help you achieve life goals such as employment, school, or other areas of your life you want to work on. A Health Home Care Manager or Recovery Coordinator will help you to identify which BH HCBS you may benefit from and connect you to those services. An assessment is conducted by your Health Home Care Manager or Recovery Coordinator and used to determine your whole health needs, life goals, and the BH HCBS you're eligible for.

BHHCBS includes:

- Psychosocial Rehabilitation (PSR)—helps you improve your skills to reach your goals.
- Community Psychiatric Support and Treatment (CPST)—is a way to get treatment services you need for a short time at a location of your choosing, such as your own home. CPST helps connect you with a licensed treatment program.
- Habilitation Services—helps you learn new skills in order to live independently in the community.
- Family Support and Training—is teaching skills to help the people in your life support you in your recovery.
- Short-term Respite—gives you a safe place to go when you need to leave a stressful situation.

- Intensive Respite—helps you stay out of the hospital when you are having a crisis by providing a safe place to stay that can offer you treatment.
- Education Support Services—helps you find ways to return to school to get education and training that will help you get a job.
- Pre-Vocational Services—helps you with skills needed to prepare for employment.
- Transitional Employment Services—gives you support for a short time while trying out different jobs. This includes on-the-job training to strengthen work skills to help keep a job at or above minimum wage.
- Intensive Supported Employment Services—helps you find a job at or above minimum wage and keep it.
- Ongoing Supported Employment Services—helps you keep your job and be successful at it.
- Empowerment Services-Peer Supports—people who have been there help you reach your recovery goals.
- Non-Medical Transportation—transportation to non-medical activities related to a goal in your plan of care.

Other Covered Services

- Durable Medical Equipment (DME)/Hearing Aids/Prosthetics/Orthotics
- Court Ordered Services
- Case Management and Social Support Services (help in getting community services)

BENEFITS YOU CAN GET FROM CDPHP OR WITH YOUR MEDICAID CARD

For some services, you can choose where to get your 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 Member Services 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.

Or you can visit one of our family planning providers. 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

You can get this service any time from your PCP or CDPHP doctors. When you get this service as part of a family planning

visit, you can go to any doctor or clinic that takes Medicaid and offers family planning services. You do not need a referral when you get this service as part of a family planning visit.

Everyone should talk to their doctor about having an HIV test. To access free HIV testing or testing where your name isn't given, call 1-800-541-AIDS (English) or 1-800-233-SIDA (Spanish).

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 any provider who takes Medicaid by using your Medicaid Benefit card.

Transportation

Emergency, non-emergency transportation and non-medical transportation are covered by regular Medicaid.

Non-Emergency and Non-Medical Transportation: If you need bus, taxi, ambulette or public transportation to get to medical appointments, you or your provider must contact your local Department of Social Services or Medical Answering Services (MAS). If possible, when calling MAS, you or your provider should call at least three days before your medical appointment, and provide your Medicaid identification number (ex. AB12345C), appointment date and time, the address where you are going, and doctor you are seeing. Please contact the number for your county listed below:

County	Non-Emergency Transportation Manager (MAS)
Albany	1-855-360-3549
Broome	1-855-852-3294
Clinton	1-866-753-4435
Columbia	1-855-360-3546
Essex	1-866-753-4442
Franklin	1-888-262-3975
Fulton	1-855-360-3550
Greene	1-855-360-3545
Montgomery	1-855-360-3548
Rensselaer	1-855-852-3293
Saratoga	1-855-852-3292
Schenectady	1-855-852-3291
Schoharie	1-855-852-3290
Tioga	1-855-733-9398
Warren	1-855-360-3541
Washington	1-855-360-3544

If you require an attendant to go with you to your doctor's appointment, transportation is also covered for the attendant.

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

If you have questions about transportation, please call Member Services at (518) 641-3800 or 1-800-388-2994.

Developmental Disabilities

- Long-term therapies
- Day treatment
- Housing services
- Medicaid Service Coordination (MSC) program
- Services received under the Home and Community Based Services Waiver
- Medical Model (Care-at-Home) Waiver Services

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
- Services of a Podiatrist (unless you are a diabetic)
- Personal and comfort items
- Infertility treatments
- Chiropractic
- 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 sends you to that provider.

You may have to pay for any service that your PCP does not approve. Or, if you agree to be a “private pay” or “self-pay” patient before you get a service, 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 fair hearing if you think you are being asked to pay for something Medicaid or CDPHP should cover. See the Fair Hearing 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

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:

To get a service authorization request for medical treatments or services, you need to have your PCP contact the CDPHP resource coordination department at (518) 641-4100 or 1-800-274-2332.

To get a service authorization request for mental health and substance use treatment, have your PCP contact us, 24 hours a day, seven days per week, at 1-888-320-9584. TTY/TDD users, call 711.

Remember, please see the section titled, “How to Get Specialty Care and Referrals,” which explains the requirement for your PCP to refer you to see a specialist.

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

What happens after we get your service authorization request:

The health plan has a review team to be sure you get the services we promise. 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 either a **standard** or a **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 of 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.

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 3 work days. We will tell you by the third work day 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 receive your request. We will tell you within one workday 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 an outpatient prescription drug, we will make a decision within 24 hours of your 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 with 24 hours for outpatient prescription drugs. For other drugs, we will make a decision within 14 days of your 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 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 someone you trust may also ask us to take more time to make a decision. This may be because you have more information to give the plan to help decide your case. This can be done by calling (518) 641-3800 or 1-800-388-2994 or writing to CDPHP, 500 Patroon Creek Blvd., Albany, NY 12206-1057.

You or your representative can file a complaint with the plan if you don't agree with our decision to take more time to review the 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 of 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 take these other actions.

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, and adult day health 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 the plan or 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 physicians that might affect your use of health care services. You can call Member Services (518) 641-3800 or 1-800-388-2994 if you have specific concerns. We also want you to know that most of our providers are paid in one or more of the following ways.

- If our PCPs work in a clinic or health center, they probably get a **salary**. The number of patients they see does not affect this.

- Our PCPs who work from their own offices may get a set fee each month for each patient for whom they are the patient's PCP. The fee stays the same whether the patient needs one visit or many—or even none at all. This is called **capitation**.
- Sometimes providers get a set fee for each person on their patient list, but some money (maybe 10%) can be held back for an **incentive** fund. At the end of the year, this fund is used to reward PCPs who have met the standards for extra pay that were set by the Plan.
- Providers may also be paid by **fee-for-service**. This means they get a Plan-agreed-upon fee for each service they provide.

FILING A CLAIM

Even though you should not be billed for services covered through CDPHP, if you do receive covered services and pay for them out of your own pocket, you may file a claim with us to be reimbursed. Please send the itemized bill and a receipt to: CDPHP, 500 Patroon Creek Blvd., Albany, NY 12206-1057. Claims should be sent within 90 days of receiving care.

You Can Help With Plan Policies

We value your ideas. You can help us develop policies that best serve our members. If you have ideas tell us about them. Maybe you'd 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. If you would like to hear more about the stakeholder advisory group call 1-888-320-9584.

TECHNOLOGY ASSESSMENT

When new technologies are first introduced to the marketplace, CDPHP may not cover them until we have had the opportunity to ensure that they are medically necessary and have been proven safe and effective. We have a formal process in place to do this. First, we check to be sure they are approved by the FDA or another appropriate regulatory agency. We also need evidence that the service or product is question can improve health outcomes at least as well as existing technologies. This research is performed by members of a CDPHP medical technology assessment team and a CDPHP medical director. These professionals review up-to-date information from at least two sources (including medical literature, board-certified consultants, physician workgroups, professional societies and government agencies). Drugs that are new to the medical community are reviewed by the CDPHP pharmacy and therapeutics committee.

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 our plan 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 us 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) if our contracts or subcontracts include physician incentive arrangements that affect the use of referral services; and, if so, 2) the types of arrangements we use; and 3) if stop loss protection is provided for physicians and physician 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
- When you enroll in a new case management program or receive case management services in another community based organization.

We can either update these changes for you or tell you who to contact for these changes.

If you no longer get Medicaid, check with your local Department of Social Services. You *may* be able to enroll in another program.

DISENGAGEMENT AND TRANSFERS

If YOU Want to Leave the Plan

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).

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, the plan, and the LDSS all agree that disenrollment is best for you.

- You are or become exempt or excluded from managed care.
- We do not offer a Medicaid managed care service that you can get from another health plan in your area.
- You need a service that is related to a benefit we have chosen not to cover and getting the service separately would put your health at risk.
- We have not been able to provide services to you as we are required to under our contract with the State.

To change plans:

- Call the Managed Care staff at your local Department of Social Services.
- If you live in Albany, Broome, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Tioga, Warren, or Washington County, call the New York Medicaid Choice Helpline at 1-800-505-5678.

You may be able to disenroll or 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. Just call your local Department of Social Services or New York Medicaid Choice.

You Could Become Ineligible for Medicaid Managed Care and Health and Recovery Plans

You may have to leave CDPHP if you:

- move out of the County or service area,
- change to another managed care plan,
- join an HMO or other insurance plan through work,
- go to prison, or
- otherwise lose eligibility.

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 in regard to your care,
- Don't keep appointments,
- Go to the emergency room for non-emergency care,
- Don't follow CDPHP's rules,
- Do not fill out forms honestly or do not give true information (commit fraud),
- 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

You can also lose your CDPHP membership, if you cause abuse or harm to plan members, providers or staff.

No matter what reason you disenroll, we will prepare a discharge plan for you to help you get services you need.

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 the plan's Medical Director. The Medical Director will talk to your doctor within one workday.

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 at (518) 641-3800 or 1-800-388-2994 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, or 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, fax, mail, CDPHP Secure Member Portal or in person:

Phone	(518) 641-3800 or 1-800-388-2994
Fax	(518) 641-3507
Mail	CDPHP Appeals Department, 500 Patroon Creek Blvd. Albany, NY 12206-1057
Online	www.cdphp.com/members (Sign in to the secure portal)
In Person	500 Patroon Creek Blvd., Albany, NY 12206-1057

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 appeal. If you agree with our summary, you should sign and return the form to us. You can make any necessary changes before sending the form back to us.

If you are asking for 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. that recommends 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 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**
- If 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**
- If your request was denied when you asked for home health care after you were in the hospital; **or**
- 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.

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 the plan 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 the plan 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.

If we do not decide your Plan Appeal on time, and we said the service you are asking for is: 1) not medically necessary; 2) experimental or investigational; 3) not different from care you can get in the plan's network; or 4) available from a par-

ticipating provider who has correct training and experience to meet your needs, the original denial will be reversed. This means your service authorization request will be approved.

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.

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; or
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 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 the state. These reviewers are qualified people approved by New York State. 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 the plan may agree to skip the plan's appeals process and go directly to External Appeal; **or**
- You can prove the plan did not follow the rules correctly when processing your Plan Appeal.

You have **4 months** after you receive the plan's Final Adverse Determination to ask for an External Appeal. If you and the plan agreed to skip the plan's 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 the plan 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 the 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 CDPHP agrees 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; or
 - deny care you wanted;
 - deny payment for care you received; or
 - 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 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:

1. By phone—call toll-free 1-800-342-3334
2. By fax—(518) 473-6735
3. By internet—www.otda.state.ny.us/oah/forms.asp
4. 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 the plan. 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 at (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 also 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 with Our Plan:

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 a complaint 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 to us with your complaint or call the Member Services number and request a complaint form. It should be mailed to: CDPHP, 500 Patroon Creek Blvd., Albany, NY 12206-1057.

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, and
- 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 in 45 days of when we have all the information we need to answer your complaint, but 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 call you with our decision in 48 hours of when we have all the information we need to answer complaint, but 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 or try to reach you to tell you. 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.
- If we are unable to make a decision about your complaint because we don't have enough information, we will send you 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 the plan.

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 an complaint appeal;
- You can do this yourself or ask someone you trust to file the complaint appeal for you;
- The complaint appeal must be 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 that person, and
- 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.

After we get all the information we need you will know our decision in 30 work days. If a delay would risk your health you will get our decision in 2 work days of when we have all the information we need to decide the appeal.

We will give you 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, sex, 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.
- Refuse enrollment into a Health Home and be told how to receive your physical and behavioral health care needs without having an assigned Health Home Care Manager.
- 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 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 State 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 care team to protect 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 yourself.
- Tell us if you have problems with any health care staff. Call Member Services.
- Keep your appointments. If you must cancel, 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.

Advance Directives

There may come a time when you can't 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 don't want. Second, you can appoint an adult you trust to make decisions for you. Be sure to talk with your PCP, your family or others close to you so they will know what you want. Third, it is best if you put your thoughts in writing. The documents listed below can help. You do not have to use a lawyer, but you may wish to speak with one about this. You can change your mind and change these documents at any time. We can help you understand or get these documents. They do not change your right to quality health care benefits. The only purpose is to let others know what you want if you can't speak for yourself.

Health Care Proxy

With this document, you name another adult that you trust (usually a friend or family member) to decide about medical care for you if you are not able to do so. If you do this, you should talk with the person so they know what you want.

CPR and 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 (Do Not Resuscitate) 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

CDPHP

Member Services.....	(518) 641-3800 or 1-800-388-2994
Crisis Line.....	1-888-320-9584
New York State Department of Health (Complaints).....	1-800-206-8125
New York Medicaid Choice.....	1-800-505-5678
NYS HIV/AIDS Hotline.....	1-800-541-AIDS (2437)
Spanish.....	1-800-233-SIDA (7432)
TDD.....	1-800-369-AIDS (2437)
HIV Uninsured Care Programs.....	1-800-542-AIDS (2437)
TDD.....	Relay, then (518) 459-0121
PartNer Assistance Program.....	1-800-541-AIDS (2437)
Social Security Administration.....	1-(800)-772-1213
NYS 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

Numbers You Add In:

Your PCP.....	_____
Your nearest Emergency Room.....	_____
Local Department of Social Services.....	_____
Local Pharmacy.....	_____

IMPORTANT WEB SITES

CDPHP.....	www.cdphp.com
NYS Department of Health.....	www.health.ny.gov
NYS OMH.....	www.omh.ny.gov
NYS OASAS.....	www.oasas.ny.gov
NYS DOH HIV/AIDS Information.....	http://www.health.ny.gov/diseases/aids/
NYS HIV Uninsured Care Programs.....	http://www.health.ny.gov/diseases/aids/general/resources/adap/index.htm
HIV Testing Resource Directory.....	http://www.health.ny.gov/diseases/aids/consumers/testing/index.htm