

Dear Leads,

DSHS and the Health Care Authority have completed a review of the workflow and process for transferring Health Action Plan (HAP) data elements and beneficiary HAP's from one Lead to another Lead and from one Care Coordination Organization (CCO) to another CCO.

Please send an email to [healthhomes@hca.wa.gov](mailto:healthhomes@hca.wa.gov), if you have any questions.

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Beneficiaries may change Health Home Leads based on a change in eligibility, a change in residence location, or personal preference. When a change in Lead assignment occurs;

1. HCA issues a quarterly Lead-specific HAP report which identifies all HAP's ever submitted for the Lead's currently enrolled clients.

The report will include the following data elements and informs the new/receiving Lead that the beneficiary had a previous HAP, the previous Lead Org name and the Previous Lead Org phone number.

ProviderOne Client ID	Date opted in	HAP create time stamp	Activity period	Lead org name	Lead org phone
xxxxxxxxxWA	7/23/2013	11/27/2013	Initial	SE WA ALTC	5094600500

2. The New/Receiving Lead will communicate the HAP report information to the newly assigned CCO.
3. When the new/receiving CCO learns that the beneficiary has previously engaged with another CCO, whether the information comes from their Lead or from the beneficiary, the new/receiving CCO is to add the previous CCO name to the Health Home – Information Sharing Consent Form and

receive permission from the beneficiary to request a copy of the previous HAP from the previous CCO.

4. The HAP cannot be transferred from one Lead to another Lead or from one CCO to another CCO, even when both CCO's work for the same Lead, without client consent.
  - If the HAP has reference to mental health, STD, HIV/AIDS the Information Sharing Consent Form must have the additional consent areas checked.
  - If the HAP has reference to Chemical Dependency the separate CD ROI (Chemical Dependency Release of Information) form must be completed.
  - If the HAP is for a child 13 years or older the child must provide written consent to release HAP information.