



# Medical Eligibility Quality Improvement Plan (MEQIP) Incentive Frequently Asked Questions (FAQs)

FY2016-17 County Incentives Program

## *What is the MEQIP Incentive?*

The MEQIP Incentive is designed to encourage county partners to submit their completed quarterly and annual reports to the Department timely. In addition, all counties, with some exceptions, must measure the accurate authorization rate of their eligibility determinations and report that data back to the Department. Counties that submit completed quarterly and annual reports timely and measure their accurate authorizations at or above a certain percentage can earn funds for the MEQIP Incentive.

## *When are quarterly and annual reports for MEQIP due?*

Utilize the table below to determine due dates for both quarterly and annual reports; please note that for due dates that fall on non-working days, the due date will be the first working day after the due date:

MEQIP Quarterly Report	Reporting Period	Due Date*	Reporting Period
<b>Quarter 1 Report</b>	July, August & September	November 1st	1
<b>Quarter 2 Report</b>	October, November & December	February 1st	2
<b>Revised Annual Plans</b>	July 1st - June 30th	March 31st	2
<b>Quarter 3 Report</b>	January, February & March	May 1st	2
<b>Quarter 4 Report</b>	April, May & June	August 1st	1

## *How much funding is tied to the MEQIP Incentive?*

For the FY 2016-17 County Incentives Program, fifteen percent (15%) of all incentives funds can be earned through the MEQIP Incentive. Each county's individual contract amendment specifies the base amount for the MEQIP Incentive.

## *What are reporting periods and how do they affect the MEQIP Incentive?*

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Reporting periods are units of time in which all incentives for the FY 2016-17 County Incentives Program are measured. For FY 2016-17, reporting period 1 will cover July 1, 2016 through December 31, 2016. Reporting period 2 will cover January 1, 2017 through June 30, 2017. Utilize the Due Dates table on this FAQ sheet to determine which quarterly/annual reports fall into which reporting period.

*Where can I get the documents needed for MEQIP?*

MEQIP documents can be found on the Department's [MEQIP website](#). The following documents are available to counties to explain the background of the MEQIP process and to ensure compliance with the program:

<i>Annual Plan Template</i>	<i>Quality Improvement Plan Worksheet</i>
<i>Case Time Sheet</i>	<i>Quarterly Report</i>
<i>COGNOS Pending Reports Reference Guide</i>	<i>MEQIP FAQs</i>
<i>Case Review Tool</i>	<i>Standards Forum Presentation</i>
<i>MEQIP Policies and Procedures</i>	<i>Key Informant Interview Guide</i>
<i>PDSA Template</i>	<i>Summary of Key Informant Interviews</i>
<i>Medical Eligibility Quality Improvement Plan Manual</i>	

*Who can my county contact for questions regarding MEQIP?*

Questions regarding MEQIP should be directed to [MEQIP@state.co.us](mailto:MEQIP@state.co.us). For questions regarding the MEQIP Incentive, contact [HCPFCountyRelations@state.co.us](mailto:HCPFCountyRelations@state.co.us).

*Do incomplete quarterly and/or annual reports count towards the MEQIP Incentive?*

All MEQIP reports, both quarterly and annual, must be completed per the instructions provided in the Medical Eligibility Quality Improvement Plan Manual. In addition, any quarterly or annual plan submitted that requires revisions must be completed per the instructions provided by the MEQIP Program Manager. Incomplete reports or reports that do not follow instructions provided by the MEQIP Program manager will not count towards the MEQIP Incentive, and the county will not earn those MEQIP Incentive funds for the reporting period in question.

*Where can I find the contract amendment references for the MEQIP Incentive?*

Contract amendment references can be found at:

- 3.6 – Medical Eligibility Quality Improvement Plan (MEQIP) Incentive Standard
  - 3.6.1 – MEQIP Incentive Requirements
    - 3.6.1.1 – Accurate Authorizations
    - 3.6.1.2 – Small County Exemption

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- 3.6.1.3 – MEQIP Due Dates
- 3.6.1.4 – MEQIP Completion Requirements
- 3.6.2 – MEQIP Audit of Quarterly/Annual Reports
- 3.6.2.1 – MEQIP Corrective Action Plan (CAP)

*What are “accurate authorizations?”*

“Accurate authorizations” occur when eligibility technicians thoroughly review the eligibility determination wrap-up windows in the Colorado Benefits Management System (CBMS). These windows provide an overview of the eligibility determination that resulted from the technician’s data entry. By thoroughly reviewing the eligibility determination results, an eligibility technician can determine and correct any data entry errors that can result in an inaccurate eligibility determination.

*For the MEQIP Incentive, what is the accurate authorization rate that is required?*

Cases reviewed for the MEQIP program must have accurate authorizations that measure **ninety percent (90%)** or above for the county to earn its MEQIP Incentive funds.

*Is the accurate authorization rate measured each month for the quarterly report, or is it an average over the three months?*

The accurate authorization rate is an average over the three months for the quarter that is being reported. For instance, a quarterly report includes accurate authorization rates of 97% for January, 92% for February, and 95% for March. The accurate authorization rate for the quarterly report would be 94.67%, which is the average across the three months.

*Is there an exception to the accurate authorization rate for small counties?*

Recognizing that the accurate authorization rate of ninety percent (90%) may be unattainable for small counties, the Department added a small county exemption for counties that complete ten (10) or less MEQIP case reviews for any given quarterly report. If a county completes ten (10) or less MEQIP case reviews for a given quarter, then the county’s accurate authorization rate must be at or above **seventy percent (70%)**.

*What is the MEQIP Audit of Quarterly/Annual Reports?*

All quarterly and annual reports are subject to re-review by the Department at any time and without prior notification to the county. If the county reported accurate authorizations at or above ninety percent (90%) but the Department’s re-review found that the county’s accurate authorization number was below the ninety percent (90%)



requirement, the county will be responsible for submitting a Corrective Action Plan (CAP) within 30 days of notification of the discrepancy. The CAP must address the root causes of the discrepancy as reported to the county.

*My county requested an extension of the due date for our quarterly and/or annual report. Do we still meet MEQIP Incentive requirements?*

A request for extension of the due date for quarterly and/or annual reports do not meet the requirements for the MEQIP Incentive. Any submission of a quarterly and/or annual report past the due dates specified within the contract will be deemed untimely and the county will not earn MEQIP Incentive funds for the reporting period in question.

## Department Contacts

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For more information visit [Colorado.gov/hcpf/county-admin](http://Colorado.gov/hcpf/county-admin)

