



Maryland Primary Care Program (MDPCP)

CTO Arrangement Instructions for PY 2023

Instructions for CTOs

Please complete the CTO-Practice Arrangement according to the instructions and process described below:

Arrangement

- **Main Section of Arrangement (p.1-3)**
 - Each CTO should complete their portion of the CTO arrangement
 - Review pages 1 and 2, then complete and sign the CTO section on page 2 & 3.
 - Note: Practices will write in their name and select their Payment Split on page 1, and complete the Practice section on page 2 & 3.
- **Appendix A**
 - For reference only - no action required.
- **Appendix B**
 - Update Appendix B with the various “packages” your CTO will offer to practices.
 - Note: We have provided space for six “packages” in the Appendix B template, but you may include fewer or additional package options based on the needs of your CTO and your practices. Please feel free to add or delete pages in Appendix B as desired.
 - Sign the last page of Appendix B on behalf of your CTO.
- **Appendix C**
 - Insert your organization’s Business Associate Agreement (BAA), which should allow for sharing of patient-level data for the purposes of the program, as specified in the “Data Sharing and Privacy” Section of the Arrangement. The Program Management Office does not provide BAAs.
 - Complete and sign the BAA on behalf of your CTO.

Distribution & Return Process

- You may share the arrangement with both current and new participants now. Please note that participation for new practices is contingent on successful completion of a CMS Program Integrity screening and timely submission of a Participation Agreement (PA).
- Complete and sign the Arrangement and Appendices in the Word document as described above. Next, save the document as a PDF and send to each of your practices for completion and signature.
 - Note: We have provided Word versions of the Arrangement to facilitate completion of Appendices B & C. Please do not edit the legal language on pages 1 & 2, nor Appendix A. Documents with edited language will be rejected.

- Share the Arrangement with each practice, along with instructions for the practice to sign and complete all relevant portions of the Arrangement. The PMO will also provide general instructions (see below).
- You should execute an updated arrangement with your partner practices if:
 - You are partnering with a practice for the first time
 - The practice is changing the Payment Split option they are selecting
 - The practice will be in Track 3 in 2023 (This is necessary to define the new payment types that will be shared under Track 3)
 - You are changing your service offerings or the practice is changing the package option they are selecting (e.g., selecting different staff or services that are being offered by your CTO)
- Instruct your practices to either:
 - Return the fully executed document to your CTO and the PMO (at mdh.pcmoel@maryland.gov) as soon as possible, but **no later than Friday, December 2nd**; or
 - Collect all completed Arrangements from your practices and **send to the PMO by December 2nd**. If you are sending multiple Arrangements in the same email, please include each Arrangement as a separate PDF attachment and include the list of practice ID numbers that are included in each email.
- If there are no changes to your existing CTO Arrangement with a current partner practice, you do not need to sign a new Arrangement document. However, for tracking purposes, please email a list of any practice IDs that will be maintaining their existing Arrangement to mdh.pcmoel@maryland.gov by Friday, December 2, 2022 so that we can ensure all practices are accounted for.
- Retain copies of all Arrangements as required by the CMS Participation Agreements.

Instructions for Practices

Please complete the CTO-Practice Arrangement according to the instructions and process described below:

Arrangement

- **Main Section of Arrangement**
 - Look for an email from your CTO containing a pre-filled version of the CTO-Practice Arrangement.
 - Review pages 1 and 2, then:
 - Write in your practice name at the top of page 1
 - Confirm your Payment Split at the bottom of page 1.
 - Note: This must align with the information provided via the CTO & CMF Selection form in late August/early September. CMS will split payments according to the information that was previously submitted and NOT this Arrangement document.
 - Complete and sign the Practice section on page 2 & 3.

- Signature should be completed by a member of Practice leadership who has signing authority on behalf of the Practice site, as determined by the practice.
- **Appendix A**
 - For reference only - no action required.
- **Appendix B**
 - Appendix B lists a variety of “packages” which define the services and staff types your CTO will provide to assist your practice with meeting the Care Transformation Requirements for the program.
 - Please review the package options and check the box next to the package option you wish to select.
 - Sign on the Practice signature line at the end of Appendix B.
- **Appendix C**
 - Review the Business Associate Agreement (BAA) provided by your CTO, which will allow for sharing of patient-level data for the purposes of the program.
 - Complete and sign the BAA on behalf of your Practice.

Return Process

- Ensure all Practice sections of the Arrangement are fully completed and signed, then scan and save as a PDF.
- Based on guidance provided by your CTO, either:
 - Return the executed document to your CTO per their instructions.
 - Return the fully executed document to your CTO and the Program Management Office (at mdh.pcmode@maryland.gov) as soon as possible, but **no later than Friday, December 2nd**. Include your MDPCP Application ID and Practice Name in the subject line (e.g., T1MD1234, Practice Name)
- Retain a copy of the Arrangement as required by the CMS Participation Agreement.