

### **314            AUTO-ASSIGNMENT ALGORITHM**

EFFECTIVE DATE: October 1, 2019

REFERENCES: Administrative Services Contract

This policy describes the method used to auto-assign members to an AdSS.

- A.     Upon award of a new contract, the Division will auto-assign members as follows:
  - 1.     Prior to the start of the contract (choice period), current members will be given a choice to select from the newly awarded AdSS contractors.
  - 2.     If a member does not select an AdSS during the choice period and the member's current AdSS is awarded a contract, the member will be reassigned to the same AdSS.
  - 3.     If a member does not select an AdSS during the choice period and the member's current AdSS is NOT awarded a contract, the member will be auto-reassigned to one of the newly contracted AdSS.
  - 4.     Auto-assignment to a newly contracted AdSS will continue until the number of members assigned to the newly contracted AdSS reaches 50% of the number of members assigned to the AdSS that continued to contract.
  - 5.     If all AdSS are new, the members will be given a choice to select an AdSS prior to the start of the contract.
- B.     Ongoing, the Division will auto assign to the available AdSS in a revolving sequence. The Division may change the auto assignment process at any time during the term of the contract in response to AdSS-specific issues (e.g., imposition of an enrollment cap), when in the best interest of the ALTCS Program and/or the state, or to recognize and reward AdSS performance across a variety of factors of importance to the Division.