

314 AUTO-ASSIGNMENT ALGORITHM

EFFECTIVE DATE: October 1, 2019

This policy describes the method used to auto-assign members to an Administrative Services Subcontractor (AdSS) and the assignment of available models.

- A. Prior to auto-assignment to an AdSS, assignment to a model must be completed.
 - 1. Regarding Annual Enrollment Choice, members who are newly eligible for the Division and ALTCS, and members already enrolled in a plan, may select an available model prior to the start of a new contract.
 - 2. If the member does not select an available model, the Division will assign to Model A.
- B. Upon award of a new contract, the Division will auto-assign members as follows:
 - 1. Prior to the start of the contract (choice period), the Division gives current members 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 Division assigns the member 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 Division reassigns the member 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 Division gives the members a choice to select an AdSS prior to the start of the contract.
- C. 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.