



## LHCSA RFO- What You Can Do Today

We previously [reported](#) on general criteria that the New York State Department of Health ([DOH](#)) has indicated it will include in the LHCSA Request for Offers. LHCSAs that are not awarded a contract under the RFO will not be able to provide services reimbursed by state-funded programs (this would include services provided pursuant to MLTC contracts). In that article, we highlighted general areas of LHCSA operations that agencies should audit or improve as appropriate to demonstrate their qualifications for a contract. Periodically, we will highlight general RFO items and discuss areas and detail further specific actions you can take now to mobilize your staff, documents and resources for your LHCSA's RFO response.

DOH has stated that one of the general criteria for selection of LHCSA contractors will include licensure under Public Health Law Article 36. We anticipate that you will be asked to demonstrate your LHCSA's ongoing compliance with licensure standards. If you have not already done so, review and organize the following documents and take corresponding actions:

- The records and reports listed in [10 NYCRR 766.12](#). These include, among other things, your agency's corporate records and information concerning your principal equity holders and controlling persons.
- If you are a not-for-profit corporation, in addition to the documents above, your IRS 501(c)(3) exemption letter, your New York State tax exemption letters, and any certification you might have filed with the New York State Department of Labor ([DOL](#)) under [Labor Law 652\(3\)](#) to be exempt from the New York State wage order applicable to Miscellaneous Industries;
- Your DOH license(s), training program approvals and letters of accreditation from accrediting bodies, letters of reference, awards or recognition from associations, publications and other third parties;
- If you purchased the agency from another party, any documents and prior-filed applications concerning the historic licensure of the agency and past changes of ownership of the agency;
- Documents showing affiliation or common control of the agency with other organizations;
- Medicaid provider enrollment history, NPI and MMIS numbers, and documents demonstrating history as a provider of waiver services, if any;
- Review policies and procedures and re-educate employees as necessary to ensure operations are consistent with policies and procedures. Ensure that your agency has policies and procedures in place that have been developed in accordance with DOH [guidance](#). The policies should address the points of compliance described in the DOH regulations located at [10 NYCRR Part 766](#) as well as points of operation specific to your agency. Ensure that you have resolved, or are in the process of resolving, any statements of deficiency issued by DOH, and are following through with your plans of correction; and
- Documents memorializing the appointment, meetings and activities of your quality assurance committee pursuant to [10 NYCRR 766.9\(l\)](#).

Convert and store these documents electronically in .PDF format where your staff can access and reference them quickly and for use in preparing your RFO submission. It is likely that RFO submissions will be accepted by DOH exclusively by email.

If you plan on making a submission, you and your team should begin reviewing and analyzing your

operations as early as possible. Feel free to [contact](#) our office with any questions you have concerning the LHCSA RFO.

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