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HUB Change Request Instructions	Version 2.1
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DOCUMENT HISTORY LOG

STATUS ¹	DOCUMENT REVISION ²	EFFECTIVE DATE	DESCRIPTION ³
Baseline	1.0	December 15, 2010	Initial version Uniform Managed Care Manual Chapter 5.4.4.6, "HUB Change Request Instructions"
Revision	2.0	October 15, 2014	Revision 2.0 applies to contracts issued as a result of HHSC RFP numbers 529-06-0293, 529-08-0001, 529-10-0020, 529-12-0002, 529-12-0003, and 529-13-0042; and to Medicare-Medicaid Plans (MMPs) in the Dual Demonstration. Section I "Applicability" is modified to add the Medicare-Medicaid Dual Demonstration and Dental Program, and to remove CHIP Perinatal.
Revision	2.1	November 15, 2015	Revision 2.1 applies to contracts issued as a result of HHSC RFP numbers 529-08-0001, 529-10-0020, 529-12-0002, 529-12-0003, 529-13-0042, X529-13-0071, and 529-15-0001; and to Medicare-Medicaid Plans (MMPs) in the Dual Demonstration. Section I "Applicability" is modified to add the STAR Kids Program.

¹ Status should be represented as "Baseline" for initial issuances, "Revision" for changes to the Baseline version, and "Cancellation" for withdrawn versions

² Revisions should be numbered according to the version of the issuance and sequential numbering of the revision—e.g., "1.2" refers to the first version of the document and the second revision.

³ Brief description of the changes to the document made in the revision.



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**INSTRUCTIONS FOR SUBMITTING HSP CHANGE REQUEST
AND CONTRACT MODIFICATIONS
FOR ADMINISTRATIVE SERVICES SUBCONTRACTS
(FOR MCO CONTRACTS EXECUTED IN OR AFTER 2007)**

I. Applicability

Applicability
Modified by
Versions
2.0 and 2.1

This chapter applies to Managed Care Organizations (MCOs) participating in STAR, STAR+PLUS (including the Medicare-Medicaid Dual Demonstration), CHIP, STAR Kids, or STAR Health Programs, or Dental Contractors providing Texas Medicaid and CHIP Dental Services to members through dental health plans. In the chapter, references to “CHIP” or the “CHIP Managed Care Program(s)” apply to the CHIP Program and the CHIP Dental Contractors. References to “Medicaid” or the “Medicaid Managed Care Program(s)” apply to the STAR, STAR+PLUS, STAR Kids, and STAR Health Programs and the Medicaid Dental Contractors. The term “MCO” includes health maintenance organizations (HMOs), exclusive provider organizations (EPOs), insurers, Dental Contractors, Medicare-Medicaid Plans (MMPs), and any other entities licensed or approved by the Texas Department of Insurance.

The requirements in this chapter apply to all MCOs contracts originally executed in or **after 2007**.

II. Objective

MCOs contracting with the State of Texas to provide comprehensive health care services to qualified Program recipients must submit an HUB Subcontracting Plan (HSP) Change Request, in accordance with Contract requirements and [Texas Government Code §2161.253](#), [Texas Administrative Code Title 34, §20.14 \(g\),\(1\)](#), and [Texas Administrative Code, Title 34, Part I, §20.14\(g\)\(2\)](#).

III. General

MCOs requesting to initiate changes to the approved original HSP (submitted with the MCO’s proposal) must submit proposed changes to the HHSC Project/Contract Manager/Purchasing Representative and the HUB Program Office for review and approval before any modifications or performance in the awarded contract involved in the additional scope of work can be authorized by the agency, in accordance with [Texas Administrative Code Title 34, §20.14 \(g\),\(1\)](#). The HSP or/revised HSP shall comply with the provisions of this section relating to development and submission of a subcontracting plan.

If the MCO subcontracts any of the additional Administrative Services subcontracting opportunities without HHSC’s prior authorization and without complying with the HSP, the MCO



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may be deemed to have breached the Contract and be subject to any remedial actions as described in the Contract, and State law, including [Texas Administrative Code Title 34, §20.14 \(g\).\(5\)](#). HHSC will report nonperformance relative to its contracts to the Comptroller of Public Accounts in accordance with Texas Administrative Code, Title 34, Chapter 113, Subchapter F (relating to the Vendor Performance and Debarment Program.)

IV. HSP Change Request

A. MCOs who are Subcontracting

During the term of the Contract, should the MCO anticipate changes to the approved HSP, the MCO must submit a revised HSP illustrating the change(s) being made and attach a formal letter requesting a change to their original HSP. The letter should identify the change being made and the reason for the change.

B. MCOs who do not Subcontract

MCOs who originally indicated in the original HSP their intent to “self perform” all of the contract work with their own equipment, supplies, materials and/or employees, and later acknowledge their intent to subcontract Administrative Services, must also submit an official HSP change request. The MCO must submit a revised HSP illustrating the change(s) being made and attach a formal letter requesting a change to their original HSP. The letter should identify the change being made and the reason for the change.

C. HUB Program Office Review of HSP Change Request

Upon receipt of a HSP change request, the HUB Program Office will evaluate for approval or non-approval through an official HSP Change Approval Notification.

Once the HUB Program Office has made a determination, a HSP Change Approval Notification will be sent to the MCO and to the Project/Contract Manager/Purchasing Representative to indicate the approval or non-approval of the change to the MCO's HSP. The final determination will be filed and become a part of the procurement file as documented in the HSP Change Approval Notification Form.

V. Links

The following links may be used during the development and submission of the revised HSP when an MCO intends to Subcontract and Administrative Service:

- [HUB Subcontracting Plan](#)



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- [HUB Subcontracting Plan page 1 continuation](#)
- [HUB Subcontracting Plan page 2 continuation](#)
- **CMBL:**
<http://www.cpa.state.tx.us/procurement/cmb/cmbhub.html>
- **HUB DIRECTORY:**
<http://www.cpa.state.tx.us/procurement/cmb/hubonly.html>
- **MINORITY AND WOMEN ORGANIZATIONS:**
<http://www.cpa.state.tx.us/procurement/prog/hub/mwb-links-1/>

VI. Contract Modifications (Amendments, Renewals, or Extensions)

During the term of the Contract, HHSC and the MCO may have the opportunity to modify its contract arrangement, which may require a new scope of work through an amendment, renewal, or extension of the contract. As a result, the amendment, renewal, or extension of the contract may potentially increase the contract value and/or include additional subcontracting opportunities. As applicable and in accordance with statute; and [Texas Administrative Code, Title 34, Part 1, §20.14\(g\)\(3\)](#), which may be applicable to HSP requirements, the HHSC HUB Program Office shall review all proposed contract changes (i.e., amendments, renewals, and extensions) to determine if new or additional subcontracting opportunities are probable.

Once evaluated, the HUB Program Office will submit the determination to the Project/Contract Manager/Purchasing Representative, which will become a part of the procurement file.