



Coded Division of Financial Responsibility (DOFR)

DOFR Maintenance Plan

The IHA website (www.iha.org) serves as the central hub for users to download the latest Division of Financial Responsibility (DOFR) and to access supporting documentation and background material. IHA has experience coordinating complex maintenance programs for the CALINX and P4P initiatives which uniquely positions IHA to manage updates to the DOFR template. Along with outstanding contributions from multiple stakeholders, IHA has invested significant resources to fund project management and coding expertise, and is prepared to allocate additional resources as needed to support DOFR maintenance.

Responsibility

IHA will assume primary responsibility for managing the maintenance of the DOFR. Coding changes and user input gathered from the public comment period will inform regularly scheduled DOFR updates. Key responsibilities include:

1. Administering the stakeholder comment period on the DOFR release
2. Hosting the DOFR and the public comment instrument on the IHA website
3. Convening the multi-stakeholder DOFR Workgroup comprised of subject matter experts
4. Tracking and reporting all end users that download the DOFR
5. Engaging a coding consultant to track and record coding changes as needed
6. Managing annual release and dissemination of DOFR updates
7. Managing off cycle DOFR releases to coincide with major coding updates or to address coding conflicts
8. Managing future expansions of the DOFR scope (e.g., dental, Medicaid)
9. Serving as a single point of contact for questions regarding the DOFR

Maintenance Schedule

DOFR Release:

First Release	Release 1.0: September 2011 60-day Comment Period: September – November 2011 Release 1.1: January 2012 Release 1.2: February 2012
Subsequent Releases	Comment period: TBD Annual release: TBD
Off cycle iterations	As needed
Implementation Q&A	Year round
ICD-10 DOFR update	October 1, 2013

DOFR Workgroup Meetings:

Regularly scheduled Workgroup meetings	Quarterly
Off-cycle Workgroup meetings	As needed for significant off-cycle release

Detailed Scope and Approach of DOFR Maintenance Plan:

1. Administration of stakeholder comment period on the DOFR release

- A 60-day stakeholder comment period will follow each regularly scheduled annual release. Comments will be coordinate through the IHA website (www.iha.org).
- IHA will track and share the results of the stakeholder comment period with the Workgroup for review. The Workgroup will review and vet all comments, and develop a formal response that will be published on the IHA website. Changes accepted by the Workgroup will be incorporate into the next DOFR release.

2. Host the DOFR and stakeholder comments on the IHA website

- IHA will host the DOFR, public comment link (during public comment period), on the IHA website (www.iha.org).
- All public comments, a formal response to public comments developed by the Workgroup, and other relevant updates will be posted to the IHA website.

3. Convene multi-stakeholder DOFR Workgroup

- IHA will convene a multi-stakeholder group of subject matter experts that participate on the DOFR Workgroup on a quarterly basis. The Workgroup may also address any non-technical updates resulting from stakeholder comments and other feedback. Additional Workgroup meetings may be required to address the off cycle release updates relevant to error correction or coding conflicts.
- The DOFR Workgroup currently includes representatives from the following organizations:

Plans

- Aetna
- Anthem
- Blue Shield
- CIGNA
- Health Net
- UnitedHealthcare

Providers

- Brown & Toland
- Cedars-Sinai
- GEMCare
- Sharp HealthCare

4. Track and report all end users that download the DOFR

- IHA has an agreement with the American Medical Association (AMA) for use of the CPT® codes in the DOFR. CPT is copyrighted by the AMA and is a registered

trademark of the AMA. As part of the agreement, IHA will track and report to the AMA all end users that download the DOFR.

- Prior to downloading the DOFR, end users must register and accept an “End User Agreement” on the IHA website. The list of DOFR registrants will be used only for IHA to communicate DOFR updates and to comply with AMA tracking and reporting requirements.

5. Coding consultant

- IHA will engage a coding consultant as needed to address the technical implementation of changes proposed by the Workgroup, through the stakeholder comment forum and during the implementation Q&A sessions.
- The coding consultant may also assist with migration to new code releases such as ICD-10.
- Current coding consultant: Sinaiko Healthcare Consulting, Inc.

6. Annual release and dissemination of updated DOFR

- Future releases of the DOFR will be disseminated annually. IHA will coordinate multi-stakeholder collaboration on new versions, address implementation questions, and broadly communicate the new release.

7. Off-cycle DOFR releases to coincide with major coding updates or to address coding conflicts

- DOFR updates may be released off cycle to address significant coding changes, errors or coding conflicts as appropriate. Off cycle versions will be formatted in sequential order, i.e., Release 1.0 may have off cycle updates as follows: 1.1, 1.2, 1.3, etc.

8. Manage future expansions of the DOFR scope (e.g., dental, Medicaid)

9. Serve as a single point of contact for DOFR information requests and questions

- IHA will provide key contact information for individuals responsible for answering questions and administering information requests.