

PROCEDURE

Series:	Operating Procedures	COA: N/A CFOP: N/A
Procedure Name:	Health Risk Assessment & Primary Care Physician Selection	
Procedure Number:	OP1169	
Review Date:	05/03/16, 11/26/19, 04/16/24	
Revision #/Date:	4/6/2017 (1) 11/26/10 (2) , 10/06/2025	
Effective Date:	07/11/14	

Applicable to: Family Partnerships of Central Florida (FPoCF) Staff

PURPOSE: The Health Risk Assessment (HRA) is an assessment that is completed in order to gather basic health care information for children enrolled in the Child Welfare Specialty Plan and are active in child welfare (or those who have been adopted and are receiving a maintenance adoption subsidy). Completion of the HRA ensures timely response to, and referral for, identified physical health and behavioral health needs and assists with coordination of care. Health risk assessments contain current information based upon the members' health care status for the previous 90 (ninety) days.

PROCEDURE:

REFERENCE:

F. S 39.407 Medical Treatment
AHCA Contract FP026 with Sunshine Health
Sunshine Health Vendor Agreement FPOCF.

SCOPE:

If any of the responsibilities outlined in this procedure are contracted with an individual or other entity by FPoCF, they must ensure compliance with this procedure and the terms will be incorporated into any contract.

Key Terms

- a. *Child Welfare Specialty Plan Enrollee* – a child who is Medicaid eligible and is enrolled into the Sunshine Health, Child Welfare Specialty Plan or the Sunshine Health Managed Medical Assistance Plan (MMA), due to an active status in the child welfare system of care. This includes children who have an open child welfare case, those who have been adopted and are receiving maintenance adoption subsidy and those who are receiving extended foster care or independent living services.
- b. *Envolve ®* - a web-based information system managed by Sunshine Health designed to capture physical and behavioral data for members of the child welfare plan, accessible and utilized by Sunshine Health Care Managers as well as CBC Behavioral Health Coordinators and Nurse Care Coordinators for documentation of care coordination activities.

- c. *Florida Safe Families Network (FSFN)* - an automated system to capture information and generate reports regarding each child that comes into the care of the Department of Children and Families (DCF) and contracted providers as a result of abuse, neglect, or abandonment. This system is part of Florida's method of receiving reports/intakes, documenting investigations, and recording all casework services provided to protect children.
- d. *Health Risk Assessment* - is a web-based instrument developed to identify health care needs and risks which specifically affect systems of the body and the ability to engage in functional activities. The assessment is also utilized to assist in the identification of persons who may require care coordination or health case management, primarily for continuity of care purposes, upon initial enrollment and ninety (90) days thereafter.
- e. *Community Based Care Lead Agency* - an "eligible lead community-based provider" as defined in Section 409.1671(1) (e), F.S. The functions of a lead agency include: (a) Organize and manage a network of service providers; (b) Provide case management for any children/families referred.
- f. *Medicaid* -program authorized by Title XIX of the Social Security Act. It is a state-administered health insurance program that is jointly funded by the Federal and State governments. Medicaid is an open-ended entitlement program, with states receiving federal reimbursement for every eligible claim they submit. Medicaid" as defined in Rule 59G-1.010, F.A.C. which includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).
- g. *Health Plan Case Management* – Case Management Services, provided by Sunshine Health, that are designed to address areas of high medical and/or behavioral health need, for plan enrollees.

STANDARDS

The Health Risk Assessment (HRA) is a significant tool to help identify physical, dental and behavioral health care needs for children who are enrolled in the Child Welfare Specialty Plan (CWSP).

The HRA is the initial step in gathering information necessary to assess and coordinate physical and behavioral health care services, including the need for case management, and should be completed within thirty (30) days of enrollment.

Decisions regarding assignment of completion of Health Risk Assessments are solely the decision of Family Partnerships of Central Florida (FPoCF) Ongoing education and training regarding completion of Health Risk Assessments shall be provided by FPoCF and/or designee. The FPoCF nurse care coordinators are responsible for completion of the HRA.

1. Health Risk Assessments must be completed for all children who are enrolled in the CWSP.
2. Health Risk Assessments shall be completed by the FPOCF nurse care coordinators.
3. Health Risk Assessments must be completed within thirty (30) days of enrollment into the Child Welfare specialty Plan.
4. If a child is dis-enrolled from the CWSP for any reason, and the gap in enrollment exceeds ninety (90) days, a new HRA must be completed and submitted within 30 days of the subsequent enrollment date.
5. Upon re-enrollment, if FPoCF is able to verify that an HRA was already completed, and that the enrollment gap is less than ninety (90) days, a new HRA will not be required.

Specific Requirements:

1. Health Risk Assessments must be completed by the nurse care coordinators in the Sunshine Health client portal. within thirty (30) days of enrollment into the CWSP.
 - a. Sunshine Health will not provide data or information to FPoCF prior to enrollment in the CWSP, or prior to the determination of eligibility for the plan.
 - b. HRA forms should be completed based on available information. Additional information regarding enrollees' medical or behavioral needs may be provided at a later time, via the Behavioral Health Care Coordinator and/or Nurse Care Coordinator
2. PCP changes shall be made via:
 - a. Contacting Sunshine's Member Services Department at 1-855-463-4100.
 - b. Completing Sunshine Health's PCP change request form (for more than 5 PCP changes).
 - c. Contacting the FPoCF Nurse Care Coordinators, Behavioral Health Care Coordinator or designee (i.e., authorized caller) who will contact Sunshine Health's Member Services Department to request the PCP change.
 - d. Contacting the Sunshine Health Program Manager who will request a PCP change in accordance with the process established by Sunshine Health for changing a child's PCP (i.e., via Member Services and/or the Child Welfare Escalation process).
3. FPoCF, or their designee, shall be responsible for ensuring that an HRA, including the PCP selection (if possible) is completed within thirty (30) days of enrollment. FPoCF or designee shall work with appropriate parties to collect relevant, current information related to the child's health and well-being and shall enter the information into the Sunshine Health Client Portal.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 10/31/2025