

**Optum™GeoAccess® GeoNetworks®**  
**Behavioral Health Provider & Facility Network Accessibility Analysis**  
**RFP # 31786-0133**  
**Data Requirements & File Layouts**

The State would like to know the potential of your organization's provider network to service the accessibility needs of its employees. To measure that potential, this RFP requires each Proposer to submit a GeoNetworks® Provider Network Accessibility Analysis. Each network's relative potential will be measured by 1) the number of providers in the network and practicing within the State of Tennessee; and 2) the average distance to one (1) provider for all State of Tennessee individuals within the pool of possible enrollees.

**DEFINITION: For the purpose of this analysis, "Network Provider" shall be defined as any Behavioral Health Provider in the State of Tennessee who:**

- is currently operating under a fully executed and in force contract with the Proposer.**

#### **Data Items**

To analyze the accessibility of Proposers' provider network for the State's population, the GeoNetworks® program requires both an employee data file and a provider data file. Tennessee employee data, listed with tallies by zip code are included in a file accompanying the RFP. The file is in Microsoft Excel format, and has also been provided to GeoAccess. Your provider files must contain the following:

- Network Provider Name (Last Name, First Name) NOTE: For Network Providers who have more than one office location, the file must contain just one entry for that Network Provider name.
- Street Address – NOTE: For Network Providers who have more than one office location, the file should contain a distinct record for each office address.
- City
- State
- Five digit Zip Code
- Specialty Code – please include the coding scheme used
- Accepting/Not Accepting Patients Practice Indicator (A=Accepting, N=Not Accepting)

#### **Data Format**

If you intend to have GeoAccess conduct this analysis, you must submit your data to GeoAccess in one of the following formats: dBase, Access, Text (Fixed Width or Delimited) or Excel, on 3 ½ inch diskettes, or sent electronically.

Regardless of your preferred format, you may refer analysis-specific questions to Shawn Kearnl at Optum™GeoAccess®GeoNetworks®. He can be reached at 801-982-4593; his email address is [Shawn.Kearnl@Optum.com](mailto:Shawn.Kearnl@Optum.com). For technical support on how to utilize the software the software team can be contacted at [support@ingenix.com](mailto:support@ingenix.com).

#### **Standards and Specifications**

The standards and specifications listed are to be followed by all proposers. This will enable the State to compare, on a consistent basis, the accessibility of each Proposer's provider network. It is critical that each analysis meet the following data standards and report specifications.

### Analysis Requirements

1. Use the GeoNetworks managed care accessibility analysis system, version 8.5 or greater with system data 9.4 installed. If you do not have the GeoNetworks system, call Shawn Kearn at Optum, to receive a quote for them to perform the analyses for you.
2. Use the most current system data – released four times per year.

### Data Standards

1. Use all employee zip codes data contained in **APPENDIX 7.2 - TN Zip Code Counts**, to analyze your network relative to the State of Tennessee member population.
2. Your Network Provider addresses should be geocoded at the address level. For any Network Provider's address that cannot be exactly geocoded, the address should be geocoded using a technique which takes into account population density, such as the Representative GeoCoding used by GeoAccess. Placing providers at zip code centroids or randomly within zip codes is **not permissible**. Distance is to be calculated based on Estimated Driving Distance, not on an "as-the-crow-flies" distance.
3. If more than one **Network Provider** is located at the same address, all providers at that address should have the same geographic coordinates.
4. Providers should be classified based on their primary specialty.
5. Analyses should include all providers in your network which are delivering services **in the State of Tennessee only**. **See the State's boxed and bolded definition of Network Providers on page 1 of this Appendix.**
6. Network Providers who are currently contracted, but will not be on January 1, 2016, shall not be included in your analysis.

### Report Specifications

1. Prepare a network accessibility analysis for the entire State. The report should closely resemble the Sample Analysis contained in **APPENDIX 7.8 - Sample GeoAccess®GeoNetworks® Analysis Report** and should include:
  - a title page;
  - a table of contents; and
  - after the last set of reports a "GeoAccess®GeoNetworks® Report" which details the specifications utilized to conduct the analysis (Note: this report is not included in the Sample, but is a standard product of the analysis).
2. Conduct an independent analysis of EACH of the following provider groups: **See the State's boxed and bolded definition of Network Providers on page 1 of this Appendix.**

Provider Type	Required Access Standard
EAP Network Providers	1 provider within 30 miles
Behavioral Health Network Providers	2 providers within 30 miles
Psychiatrists or Advanced Practice Psychiatric Nurses	Urban – 2 psychiatrists or Advanced Practice Psychiatric Nurses within 10 miles Suburban – 2 psychiatrists or Advanced Practice Psychiatric Nurses within 15 miles Rural – 2 psychiatrists or Advanced Practice Psychiatric Nurses within 30 miles

3. Analyses should include all Network Providers in your network which are delivering services from offices located physically **within the State of Tennessee only**. **See the State's boxed and bolded definition of Network Providers on page 1 of this Appendix.**
4. Mileage should be calculated on an estimated driving distance basis.
5. Analyses (one each for EAP network provider, MHSA network provider, and psychiatrist/advanced practice psychiatric nurse) must include the following pages:

Page	Content/Display
<b>Cover</b>	Report title, Proposing organization's name, Date
<b>1</b>	<b>Accessibility Summary</b> (for employees <b>with desired access</b> ): Detail the required <i>Accessibility analysis specifications, Average Distance to a Choice of Providers for Employees with Desired Access, and Key Geographic Areas</i> .
<b>2</b>	<b>Accessibility Summary</b> (for employees <b>without desired access</b> ): Detail the required <i>Accessibility analysis specifications, Average Distance to a Choice of Providers for Employees without Desired Access, and Key Geographic Areas</i> .
<b>3</b>	<b>Access Standard Comparison</b> – include the following: <ul style="list-style-type: none"> <li>• indicate by graph the percentage of ALL employees having access to one, two, three, four, and five providers for distances up to <u>40 miles</u>, at intervals of five miles.</li> <li>• indicate by table the average distance to a choice of one, two, three, four, and five providers, for <u>ALL</u> employees.</li> </ul>
<b>4</b>	<b>Zip codes not meeting the access standard:</b> Report the accessibility detail of all employees <b>without desired access</b> at the zip code level. Sort by city and zip code, and use the columns and sub-columns as shown on the Sample page. <b>Note:</b> This report is not included with the Sample Analysis, but is a standard listing resulting from the analysis.
<b>5</b>	<b>GeoAccess®GeoNetworks® Report:</b> This is a summary page detailing, among other things, the report creation date, the software version, analysis inputs, and calculation method.

6. **Checks for accuracy:** Proposers are responsible for ensuring their GeoNetworks®GeoAccess® Analyses are accurate. The following items should be reviewed for accuracy:
  - a. Title Page:
    - Company name should appear on the GeoAccess® Analysis title page.
    - The date of the report should appear on the GeoAccess® Analysis title page.
  - b. Accessibility Summary – Accessibility analysis specifications:
    - Provider Groups –
      1. Total for EAP network providers
      2. Total for MHSA network providers
      3. Total for urban psychiatrists/ advanced practice psychiatric nurse
      4. Total for suburban psychiatrists/ advanced practice psychiatric nurse
      5. Total for rural psychiatrists/ advanced practice psychiatric nurse

- Employee Group – The total number of State employees MUST MATCH EXACTLY the number contained in **Appendix 7.2 – Zip Code Counts**
- Access Standard – The GeoNetworks Analysis report MUST MATCH EXACTLY standard required by the State (see page 2 of these instructions)