**Network Development and Management Report Instructions:**

The health plans shall submit a Network Development and Management Report to the state agency as required in section 2.5.2.b of the contract. The state agency shall periodically review and update the format, as necessary. The health plans shall provide this report in the most up-to-date format and shall comply with all changes as specified by the state agency. The state agency shall provide the health plans with no less than ninety (90) calendar days’ notice of any change in the format requested.

The Network Development and Management Report shall include information that demonstrates the following:

1. The health plan maintains a network of providers that is sufficient in number and mix in accordance with the time and distance standards and contracting requirements; and
2. The health plan directly meets the needs of the anticipated and existing members in the service area and ensures the provision of covered services.

For health plans of the **General Plan**, the Network Development and Management Report shall, at a minimum, include the following:

1. A summary of health plan network providers by provider type and geographical location;
2. A summary of the health plan’s monitoring activities to ensure that the health plan network standards are met;
3. An attestation that the health plan’s provider network meets network standards, or a description of the areas in which the health plan is not meeting network standards and the steps the health plan is taking to ensure network standards are met; and
4. A summary of the health plan activities to develop and expand its health plan network to better serve the needs of its members.

For the health plan of the **Specialty Plan**, the Network Development and Management Report shall, at a minimum, include the following:

1. A summary of the health plan’s provider training and education activities, including those promoting the delivery of trauma-informed and evidence-based services;
2. A summary of the health plan’s strategies for expanding its network of providers with experience and expertise in treating the needs that are common to children and young adults in the Specialty Plan such as abuse, neglect, sexual offender behavior, comorbid complex conditions, and trauma exposure;
3. An OOS placement summary that includes the number of members placed OOS during the reporting period, a description of the unique needs of the members or circumstances that necessitate placement OOS and the efforts by the health plan to develop in-network options; and
4. All requirements set forth in section 2.5.2.a, also outlined in the section above.