

# Appendix I

## Sample Equitable Care Report

Below is an example of an Equitable Care Report Template that the Department of Human Services (DHS) will provide to Integrated Health Partnerships (IHPs) for purposes of reporting on their Equitable Care Measures (for Track 2 participants only).

### Integrated Health Partnerships (IHP) Contract

### Equitable Care Measures Progress Report for Performance Year 1

**Name of IHP:**

**Report Contact for Questions** *[Please complete.]*

- **Name:** Click here to enter text.
- **Phone:** Click here to enter text.
- **Email:** Click here to enter text.

### Equitable Care Contract Measures in IHP’s Contract

**18.1.2.2 Equitable Care.** Measures must be submitted using the data collection mechanism identified in the following table.

Contract Reference ID	Measure Category	Measure Name	Measure Specification Organization	Method of Data Collection	Rate Used in Calculations	Population Data Required
E1	Equitable Care	Measure 1	HEDIS, NCQA	MN DHS claims and encounter data	IHP-specific	Total attributed population stratified by race and ethnicity
E2		Measure 2	HEDIS, NCQA	MN DHS claims and encounter data	IHP-specific	Total attributed population stratified by race and ethnicity

## Contract Language

### 18.4.9 Awarding of Points for Equitable Care measures E1 and E2.

#### 18.4.9.1 Awarding of points for Performance Period 1.

For Performance Period 1, the IHP shall be awarded points for completing a template developed by the State focused on the IHP's work toward implementing interventions, processes, etc., aimed at closing gaps in care for the selected measures. The standard template shall be sent to the IHP by April 1<sup>st</sup> of Performance Period 1 and the IHP will submit the completed template to the State by March 1 of the year following the Performance Period. The State will provide the IHP with template evaluation criteria.

#### 18.4.9.1.1 Progress during Performance Period 1 must include at least one of the following,

- Improving data analysis and tools to better inform efforts on addressing health disparities.
- Engaging staff in efforts to address health disparities.
- Engaging patients to understand barriers and challenges.
- Increasing transparency of health disparities that exist in the IHP population.
- Implementing new process flows that address health disparities.

## Instructions

Please complete this report and submit to the IHP Admin email at [IHP.Admin.DHS@state.mn.us](mailto:IHP.Admin.DHS@state.mn.us) no later than March 1, 2026. The report should describe progress during Performance Period 1 (January to December 2025).

The IHP should complete one set of questions for each of the measures the IHP is focusing on, unless the approach is the same for each measure. In this case, the answers can be combined, but any differences should be highlighted. Responses to the set of questions for each measure should be at least 3 pages of narrative in length, in addition to any visual figures (e.g., graphs, tables, pictures, etc.). When evaluating the type of information to include, please include as much detail as possible. Point awarding will look at the completeness and understandability of the response to all questions.

High-level examples of activities that can be included in this report are outlined below. This list of examples is not intended to represent the full breadth of activities an IHP might undertake and include in this report.

- Improving data analysis and tools to better inform efforts on addressing health disparities.
- Engaging staff in efforts to address health disparities.
- Engaging patients to understand barriers and challenges.
- Increasing transparency of health disparities that exist in the IHP population.
- Implementing new process flows that address health disparities.

As you respond to the narrative questions, you should include enough detail so that someone unfamiliar with your efforts would have a good understanding of your approach by reading this report. Examples of materials you've developed, as well as the inclusion of examples of the data you are using to track your

progress (e.g., screen shots of reports, spreadsheets, or dashboards), can be a helpful addition to further illustrate what is outlined in your narrative response.

### Point Awarding

Points will be awarded based on the criteria below. DHS understands that IHPs may be working through some aspects of the intervention and making modifications to address them. This is appropriate and expected and will not result in a lower point assignment.

- Completeness of response
- Sufficient explanation of progress toward goals of care gap closure
- Timeliness of report

The table below shows how the above criteria will translate to point assignment for each measure (i.e., E1 and E2) for Performance Period 1.

2 Points	1 Point	0 Points
The IHP report was complete, understandable, and returned on time (by March 1 <sup>st</sup> ). All questions were answered, and the responses provided a thorough description of the work to date to close gaps in care.	IHP answered some questions with information that was complete and understandable, but not all. The report provided a limited and/or an unclear description of the efforts the IHP is undertaking to close gaps in care.	IHP did not return the report and/or the responses did not address how the IHP is closing gaps in care.

## Questions – E1: Measure 1

This report is our mechanism for understanding your progress on the measure selected under the Equitable Care category for closing gaps in care for racial and ethnic groups receiving lower quality care. When thinking about the type of information to include in this equitable care measures progress report, you should err on the side of including more detail rather than less. The IHP should complete one set of questions for each of the measures the IHP is focusing on, unless the approach is the same for each measure. In this case, the answers can be combined, but any differences should be highlighted. Responses to this set of questions should be at least 3 pages of narrative length, in addition to any visual figures (e.g., graphs, tables, pictures, etc.). Please remember that examples of the materials you've developed, as well as the inclusion of examples of the data you are using to track your progress (e.g., screen shots of reports, spreadsheets, or dashboards), can be helpful supporting information.

1. Please describe your work to date on closing gaps in care for the selected measure.
2. Please describe any barriers or challenges and how have you addressed them.
3. Please describe how you are engaging staff and patients in this effort.
4. Please describe how you are monitoring progress toward your goals.
5. Please describe any lessons learned thus far in your efforts. For example, were there particular approaches that worked better than others or are there things you would do differently with the benefit of hindsight?
6. Please provide your own assessment of the progress you have made to date on closing gaps in care for the measure.

## Questions – E2: Measure 2

This report is our mechanism for understanding your progress on the measure selected under the Equitable Care category for closing gaps in care for racial and ethnic groups receiving lower quality care. When thinking about the type of information to include in this equitable care measure progress report, you should err on the side of including more detail rather than less. The IHP should complete one set of questions for each of the measures the IHP is focusing on, unless the approach is the same for each measure. In this case, the answers can be combined, but any differences should be highlighted. Responses to this set of questions should be at least 3 pages of narrative length, in addition to any visual figures (e.g., graphs, tables, pictures, etc.). Please remember that examples of the materials you've developed, as well as the inclusion of examples of the data you are using to track your progress (e.g., screen shots of reports, spreadsheets, or dashboards), can be helpful supporting information.

1. Please describe your work to date on closing gaps in care for the selected measure.
2. Please describe any barriers or challenges and how have you addressed them.
3. Please describe how you are engaging staff and patients in this effort.
4. Please describe how you are monitoring progress toward your goals.
5. Please describe any lessons learned thus far in your efforts. For example, were there particular approaches that worked better than others or are there things you would do differently with the benefit of hindsight?
6. Please provide your own assessment of the progress you have made to date on closing gaps in care for the measure.