AVAP
ALASKA VACCINE ASSESSMENT PROGRAM

Plan of Operation

This Alaska Vaccine Assessment Program (**AVAP**) Plan of Operation is intended to serve the needs of the Alaska Department of Health and Social Services (**DHSS**), the **DHSS** commissioner (**Commissioner**), the eligible population, health care providers (**Providers**), and payers (**Assessable Entities**). Defined terms, denoted by bold text, shall have the meaning ascribed to them in either the definitions section or the parentheses following their first use.

Using reported covered lives (**Covered Lives** or **Covered Life**), historical vaccine purchases, and **DHSS** vaccine projections, the **AVAP** administrator (**Administrator**) will populate assessment worksheets for the **AVAP** Council's (**Council**) review and use these data for assessment rate setting. Based on the assessment worksheets, per child and per adult **Covered Life** monthly rates will be set in the prior calendar year for the following year's assessments, which are due February 15, May 15, August 15, and November 15. **DHSS** and the **Administrator** will revise the Plan of Operation periodically as needed, to be approved by the **Council**. The **Administrator** will also continue to update all public documents, referenced policies and procedures, <www.AKvaccine.org>, and the Alaska self-reporting assessment system.

The **Administrator** will maintain a budget and a worksheet to be used for assessment calculation. Final numbers will be developed from data provided to the **Administrator** by **DHSS** and refined by input and advice from the **Council**. Many factors, such as allocation of costs, reserves, and expenses, will be developed in more detail by **DHSS** based on an ongoing evaluation of the program. Each year, the **Commissioner** will make an assessment rate determination after considering the **Council's** recommendation.

The ultimate goals of this program are to facilitate **Alaska Residents'** access to **Included Vaccines** and to reduce vaccine costs for **Assessable Entities** and **Covered Lives.**

Priority of Governing Authorities

The hierarchy of governing authorities for **AVAP** is as follows:

1. AS 18.09.200 (Chapter 30 Session Laws of Alaska 2014).
2. Regulations under Article 1A adopted by the **Commissioner**.
3. The Plan of Operation and the referenced documents.
4. Policies and procedures adopted by the **Council.**
5. Orders or directives of the **Commissioner**.
6. FAQs as approved by the **Council** and posted to <www.AKvaccine.org>.
7. Administrative determinations made by the **Administrator** in connection with its assessment collection and other administrative functions.

AVAP
ALASKA VACCINE ASSESSMENT PROGRAM

In the event that there is a conflict in the aforementioned authorities, the higher-ranking authority, which begins with number "1," shall take precedence over any lower-ranking authority.

Meeting Calendar

The meeting calendar for AVAP will be maintained online at <www.AKvaccine.org>.

Financial Reports

Financial reports, prepared by the **Administrator**, will be released on the following schedule:

a. Quarterly reports are due to the **Council Chair** and **DHSS** within fifteen (15) business days after the end of each quarter. These reports will consist of: (1) a financial position statement, (2) a quarterly statement of activities and change in net assets, and (3) a statement of cash flow.

b. Annual financial reports are due to the **Chair** and **DHSS** for internal review sixty (60) business days after the end of the year; final annual financial reports will be submitted to the **Commissioner** and legislature by July 1 and released to the public on **AVAP's** website after they have been reviewed by the **Chair** and shared with the **Council.**

Assessment Method and Collection

Every year, the **Council** will recommend to the **Commissioner** separate assessment rates per adult and child **Covered Life**. The assessment is considered to be a medical expense. The **Council's** rate recommendations will be made using the assessment rate calculation worksheets. The **Commissioner** will consider recommendations of the **Council** in setting assessment rates. (See AS 18.09.200(b)(3)).

Forty-five (45) days after the end of each quarter, a quarterly report and payment are due from all **Assessable Entities** having **Covered Lives**.

Once the annual rates are set, notice of the rates will be posted to the website at <www.AKvaccine.org>. The same rates will apply to each of the four quarterly payments, unless the initial notice specifically states otherwise, or the rates are subsequently revised and notice is similarly given. Applicable rates will be applied to reported quarterly **Covered Lives** by **AVAP's** self-reporting assessment system in a remittance form generated by that system.

The due dates for quarterly reports and payments are as follows:

1. February 15
2. May 15

3. August 15
4. November 15

Payments will be deemed "made" as of the date deposited into the mail (or given to an overnight delivery service), properly addressed with the postage prepaid, or the date of the automated clearing house (ACH) transfer. Once a remittance form is generated by the assessment system, mailed payments must be delivered to the address set forth in the remittance form.

Quarterly assessments are based upon the **Covered Lives** in the preceding calendar quarter. Assessments shall be considered revenue of **AVAP** in the quarter in which the assessment is due. The Vaccine Account (see AS 18.09.230) will be reconciled annually. Any surplus payments from **Assessable Entities** will be applied to reduce the assessment rates for the following year.

Assessment Calculation Worksheet

The assessment calculation worksheet can be found on **AVAP's** website at <www.AKvaccine.org> and will be updated annually by the **Administrator**.

Definitions

I. "Administrator" means that person or entity appointed by **DHSS** to provide executive director and administrative services to administer **AVAP** and support the work of the **Council**.

II. "Adult(s)" means all Alaska residents who are 19 years of age or older.

III. "Agency fee" means a fee paid to **DHSS** to cover their reasonable cost allocation to **AVAP** of certain expenses related to maintaining supplies of vaccines for the insured population.

IV. "Alaska resident" means any person physically present in the state of Alaska.

V. "Assessable Entity" means:
   (a) a health care insurer as defined in AS 21.54.500;
   (b) an entity that provides the state health care plan described in AS 39.30.090 and 39.30.091;
   (c) a public or private entity that offers a publicly funded plan in the state, to the extent participation in the program is authorized by law;
   (d) a third-party administrator as defined in AS 21.97.900.

VI. "Assessment" means the **Assessable Entity** liability with respect to vaccine costs as determined by the **Commissioner** based on the recommendation of the **Council**.

VII. "Child" or "children" means all Alaska residents who are under 19 years of age.

VIII. "Commissioner" means the commissioner of the **DHSS**.

XIII. "Covered life," "covered lives," or "covered individuals" refers to the number of Alaska residents who are provided insurance coverage for an **included vaccine** by an **Assessable Entity** or who are patients of another program participant.

XIV. "DHSS" means the Department of Health and Social Services of the state of Alaska.

XV. "Estimated adult vaccine cost" means the estimated annual cost to the state for the purchase and distribution of adult vaccines purchased at the bulk discount rate by **DHSS**.

XVI. "Estimated pediatric vaccine cost" means the estimated annual cost to the state for the purchase and distribution of child vaccines purchased at the bulk discount rate by **DHSS**. "Included vaccine" means a vaccine recommended by Advisory Committee on Immunization Practices (ACIP) which is included on the list maintained by the Commissioner for inclusion in AVAP, as defined in AS 18.09.990.

XVII. "Medical expense" means that, for regulation purposes, the expense is related to the treatment of a patient, rather than an administrative expense. Therefore, it is a cost that typically would be allowed for rate setting or benefit cost ratio calculation purposes.

XVIII. "Provider" means a person licensed or certified by the state to administer vaccines or provide health care services, or an entity made up of those persons (e.g., a partnership, or a corporation). (AS 18.09.990).

XIX. "State" means the state of Alaska.

XX. "Vaccine" means one or more antigens administered to produce or increase immunity to a particular disease or diseases as defined in AS 18.09.990.

XXI. "VacTrAK" means DHSS Immunization Information system. All health care providers are required to report all vaccines administered. (See 7 AAC 27.650, effective 12/29/2013).

Scope of Program

All **Assessable Entities** are required to participate unless they opt-out, pursuant to AS 18.09.220(e). **Assessable Entities** with no covered lives and who do not wish to file quarterly reports are expected to file either an annual or a permanent covered lives report as follows:

(a) An annual zero covered lives report is appropriate if, for the remainder of the year, the **Assessable Entity** will not have any **Covered Lives**. This report would need to be filed each year that the insurer has zero **Covered Lives**.

(b) A permanent covered lives report may be filed by an **Assessable Entity** that currently has zero **Covered Lives** and reasonably expects that it will never have a covered life. Once this report is filed under the penalty of perjury, the **Assessable Entity** is not required to file another report. However, if the **Assessable Entity's** situation changes and it has **Covered Lives** in the future, it is required to begin filing quarterly reports.

AVAP
ALASKA VACCINE ASSESSMENT PROGRAM

Vaccines Provided

A complete list of **included vaccines** can be found at <www.AKvaccine.org>.

Assessable Entities Opt out Procedures (See AS 18.09.220(e))

The approved opt out procedures and all applicable forms for **Assessable Entities** will be maintained on the "Payers" tab of <www.AKvaccine.org>.

Provider Opt in Procedures (See AS 18.09.225 (a))

The approved opt in procedures and all applicable forms for **Providers** will be maintained on the "Providers" tab of <www.AKvaccine.org>.