

# Request for Information 0622-102



State of Alaska  
Department of  
Division of Health

**Date Issued:** August 4, 2022  
**Response Deadline:** August 14, 2022, 2:30PM

## STATE OF ALASKA BREAST AND CERVICAL CANCER SCREENING PROGRAM DATA SYSTEM

### **A. Introduction:**

The Division of Public Health, Section of Women's, Children's, & Family Health (WCFH), is looking for information regarding vendor support of a relational database provider for HIPPA compliant clinical, programmatic, and financial information for the State of Alaska's breast and cervical cancer screening program. The program known as Ladies First, is established under federal law and funded by the Centers for Disease Control and Prevention (CDC) under the National Breast and Cervical Cancer Early Detection Program (NBCCEDP). Ladies First has been screening low-income Alaskans since 1995.

### **B. Background Information:**

The State of Alaska's breast and cervical cancer screening program has had a relational database servicing the program since 2009. This database is the backbone of the program where we track over 100 contracted health care providers, store patient enrollment and confidential health information, process claims to pay for patient services, and pull data needed for reporting to our funder, the CDC. The program serves thousands of Alaskans each year. The current database has evolved as program needs change with high levels of customer service from the current vendor. They interface with the CDC to become the subject matter experts on NBCCEDP program data and reporting requirements.

### **C. Scope of Work**

The purpose of these services is to have a web-based data system, specifically built to administer tracking and payments for breast and cervical cancer screenings, report CDC-required data per federal NBCCEDP grant requirements. Required functions include:

- Storage, retrieval, and analysis of all claims data for patients served through Ladies First
- Seamless transfer of current program data into new system if applicable
- Maintenance of information on all health care providers participating in the program
- Generation of required data reports (i.e.: Minimum Data Elements – MDEs) for submission to CDC per NBCCEDP grant requirements
- Creation of unique queries for quality assurance and quality improvement purposes
- Technical support and engagement with CDC for required trainings on related grant reporting
- Fiscal interface for effective processing of patient services claims
- Functions for facilitating and tracking referrals to Medicaid for women requiring cancer treatment
- Provider feedback reports
- Online patient enrollment functionality that is integrated directly with a relational database

#### **D. Deliverables**

The vendor will provide the State of Alaska - DOH with a 100% hosted web-based Breast and Cervical Screening Data System to include:

1. Locate records in the system using any of a variety of means, including: name, date of birth, SSN, medical record number, patient account number, Program claims ID, Program enrollment ID.
2. Create a record for a new patient screening, diagnostic and claim records.
3. Create and maintain information on providers, including:
  - a. Organization name, address, relationship(s) (formed by signing provider agreements), billing information
  - b. Clinic(s): name, addresses, phone/fax, National Provider Identification (NPI) number, types of service provided (breast, cervical, clinical, etc.), types of payments authorized (global, technical, professional, etc.), funding allocated to them (optional) and clinicians names
  - c. Contact information at organization and/or clinic level.
4. Enter medical claims and link claims to relevant enrollment and to related clinical services (as reported in the (MDEs), as a condition of payment.
5. Display all information for a patient, including:
  - a. Current enrollment information
  - b. Enrollment history
  - c. Breast screening information
  - d. Cervical screening information
  - e. Claims
  - f. Notes
  - g. Medicaid referral
  - h. All document images
  - i. Demographics
  - j. Contact & alternative contact information
  - k. Eligibility Data (including health insurance information)
6. Claims by status.
7. Select claims by status category, and for 'pending,' by a number of processing conditions.
8. For selected claim, display the entire patient's information, with the selected claim highlighted.
9. Fiscal interface
10. Ability to generate, at any time, the Minimum Data Elements (MDEs) extract required twice yearly of all NBCCEDP grantees.
11. Functions for facilitating and tracking referrals to Medicaid for treatment.
12. A function to support and track patient travel.
13. Function to generate management reports including: counts of patients screened (and patients seen) by age group and race/ethnicity; summaries of claims received, processed and paid by time period.
14. Function to extract data for ad hoc analyses, to include demographics, claims data, and/or screening/diagnostic data.
15. Report function to identify, by screening provider, screening cycles that are incomplete due to missing screening data, insufficient or missing diagnostic data, or lack of treatment data.
16. Functions to support data interfacing with the Alaska Cancer registry, as is required to support current MDE version.
17. Function to scan documents and index by document type and internal date, and to associate with one or more clients or providers.
18. Ability to accept claims electronically and download into the database.

#### **Provider Support Functions**

Provider organizations have agreements with AK NBCCEDP, and each have one or more clinics where services are provided to or for program clients. Major functions of the system will include:

1. Ability for screening and consult/resource providers to look up individual women's enrollment information. Search should be by:
  - a. Medical record number
  - b. Patient account number (from claim)
  - c. Any two of the following:
    - i. Name (or part thereof)
    - ii. Date of birth
    - iii. Social Security number
2. Display of enrollment information for client found through the above-described search.
3. Search for claims submitted by the user's organization, by all these methods:
  - a. Medical record number
  - b. Patient account number
  - c. BCHC claim number
  - d. Any two of the following:
    - i. Name (or part thereof)
    - ii. Date of birth
    - iii. Social security number
4. View details on a claim found through the above-described search:
  - a. The user should be able to return certain information regarding claims that are pending for additional information. These items include:
    - i. The patient was never enrolled in AK NBCCEDP
    - ii. The patient was not a patient of this provider
    - iii. The visit was not for BCHC services
    - iv. The patient did not have relevant insurance
    - v. Insurance paid for the service
5. Search for and view remittance advice for any clinic that is part of the user's organization. Search for remittance advice by either of:
  - a. Warrant (or check) number
  - b. Date issued
  - c. Amount
6. Enrollment problems (screening clinics only). This is a list of patients for whom partial enrollment information has been received, or for whom no enrollment has been received although other information has been received.
7. The ability for a user to post a note to BCHC staff. Such a note may include a reference to a particular patient's record, and/or to a particular claim.

**Substitute Services:**

During the vacancy of AK NBCCEDP's Data Manager's position, the vendor will provide substitute services on an as-needed basis to assure ongoing clean-up and maintenance of data required for bi-annual MDE submission to the CDC. Vendor or personnel time for this purpose can be billed as part of the services, in addition to the routine database support services described.

**E. Preferred Minimum Experience**

1. At least 10-years direct experience fulfilling NBCCEDP database related program requirements. This is to avoid extensive conversion costs and time to retrain staff, lapse in effective follow-up and referral of women needing timely cancer treatment, as well as missed deadlines for submitting the required reports to CDC.
2. Vendor must have well established systems for remaining up to date on programmatic requirements related to the data systems needed for NBCCEDP.
3. Database functionality must be able to be customized to address program needs.

4. Vendor must be able to provide online enrollment functionality that is integrated directly with a relational database.

#### **F. Budget**

The project funding is for \$90,000 per year for up to 10 years. Current contract expires October 2022, we must have a database in place and functioning by then.

#### **G. Response Information:**

##### **How to Participate**

Interested applicants/firms who believe they can provide the services described above should indicate their interest by submitting an electronic response (\*.pdf format is preferable) with the following information:

- Company name
- Contact information (email) for the individual(s) who should be notified if DHSS releases a solicitation
- A summary that clearly describes your company's capabilities and experience related to providing the services described in this RFI (Sections C and D).
- A summary that clearly describes how the applicant/firm meets or exceeds the *preferred minimum experience* above (Section E).
- A statement confirming that the company anticipates the project deliverables, as shown in Section D, are reasonably within the estimated budget provided (Section F). Or, if not, why not?
- A summary of any concerns regarding the project as described. What potential obstacles should be anticipated?

#### **A. Submission Instructions:**

Applicants/firms must submit their response as a PDF file, sent via email, on or before August 14, 2022, 2:30PM. The response should be attached to the email with RFQ 0622-102 BCHS included as the subject line of the email to the following:

**Annalisa Haynie / Matt Meienberg**

Procurement Specialist

Alaska Department of Health and Social Services

[Annalisa.Haynie@alaska.gov](mailto:Annalisa.Haynie@alaska.gov) / [Matt.Meienberg@alaska.gov](mailto:Matt.Meienberg@alaska.gov)

It is the responsibility of the interested party to follow up with the procurement specialist(s) shown above to ensure that response was received prior to the time and date specified at the top of this RFI.

#### **Important Notice:**

This Request for Information does not constitute a formal solicitation. The purpose of the RFI is to determine if there are qualified offerors who would be interested in bidding on these services. The State will use this information to potentially develop a future solicitation.

The State of Alaska is not responsible for any costs associated with the preparation of responses. The issuance of this Request for Information does not obligate the state to purchase any goods or services, extend any rights to prospective vendors nor guarantee that the State of Alaska will proceed with a formal solicitation.