***EOHHS one-time appeal process***

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| Date | Steps | Email/Communication details |
| January 18, 2023 | CTC-RI will send practices the January 15th KIDSNET lead and immunization performance results. This report (similar to earlier reports) will provide the following information.  a)  Which practices are meeting 3 out of 4 performance targets  b) Number of patients needed to meet January 15th performance targets or improvement targets. |  |
| January 20, 2023 by 5:00PM EST | Practices not meeting 3 out of 4 targets can notify EOHHS if they would like to appeal based on evidence of completed lead screens and/or immunizations. | [OHHS.PediRelief@ohhs.ri.gov](mailto:OHHS.PediRelief@ohhs.ri.gov) |
| January 25, 2023  By 5:00PM EST | Practices seeking an appeal must provide evidence that patients have obtained immunizations and/or lead screens using the following process:  a)     Run the new report (Preventive Healthcare Measures report) in KIDSNET. This report will identify patients not meeting the immunizations and/or lead measures who were included in the January 15th report. Directions for running the report will be provided in the January 18th email from CTC-RI. Practices must run the report and circle those patients who had lead screens or immunizations but whose data is not reflected in KIDSNET. Lead screens and immunizations must have occurred before January 14th and meet the criteria of the [measurement specifications [ctc-ri.org]](https://urldefense.com/v3/__https:/www.ctc-ri.org/sites/default/files/uploads/Pedi*20Relief*20Specifications*20882022*20FINAL.docx__;JSUlJQ!!KKphUJtCzQ!PPGb4gQs1KWUtqyt0cijkeZ5VvE5TimAlqxyMkU-Dz257lLluYTsTlHJlZ0EcRdfCfnABJG7dp1iEzOcgB2H4A$).  b)     Evidence of lead screenings and/or immunizations along with the marked-up new immunization report must be sent via secure email (preferred) or faxed to Janet Limoges.  c)      Practices must notify EOHHS that the evidence has been submitted to Janet Limoges and attest to the accuracy. See the attached sample email. Protected health information (PHI) should NOT be submitted in this email. | Secure email: [janet.limoges@health.ri.gov](mailto:janet.limoges@health.ri.gov)  or  Fax: (401) 222-1442, attn: Janet Limoges.    [OHHS.PediRelief@ohhs.ri.gov](mailto:OHHS.PediRelief@ohhs.ri.gov) |
| January 27, 2023 | KIDSNET will report back to EOHHS and CTC-RI on the number of immunization and lead screens verified as well as any practice evidence that does not meet the criteria for acceptance. |  |
| January 30, 2023 | CTC-RI will manually adjust the data to reflect the outcome of the appeal process and resubmit the report to EOHHS for payment processing. |  |