

SUMMARY OF SMMC REPORT GUIDE REVISIONS (Effective 01/01/2014)

Item #	Revision Transmittal Date	Technical Change	Substantive Change	Chapter # or Template Name	Section of Chapter/Name of Template Tab being revised:	Revision Summary
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Table of Contents	N/A	<ul style="list-style-type: none"> Revised Chapter Numbers to reflect Chapter renumbering to do the following: <ul style="list-style-type: none"> Renaming of fraud and abuse reports to reflect removal of MPI from the report titles Removal of the Cultural Competency Plan (and Annual Evaluation) and the Insolvency Protection Multiple Signatures Agreement Form as required reports. NOTE: Submission of these documents is still contractually required (as a submission, not as a report) as per Contract Attachment II, Section VIII and Exhibit 15 Addition of the new Case Manager Caseload Report
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ch. 1: <u>General Overview</u>	Purpose of Report Guide, Summary of Managed Care Plan Reports (non X-12 Reports)	<ul style="list-style-type: none"> Clarified that some reports may be required to be submitted prior to the provision of services Revised Reporting Table as follows: <ul style="list-style-type: none"> Removed deleted reports (Cultural Competency Plan (and Annual Evaluation), Insolvency Protection Multiple Signatures Agreement Form) Renamed the fraud and abuse reports to remove MPI from the report titles Added Case Manager Caseload Report Revised submission locations as applicable Revised Chapter Numbers
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ch.2: <u>General Reporting Requirements</u>	General Report Certification Requirements, Report Naming and Identification	<ul style="list-style-type: none"> Revised the General Report Certification Requirements Removed Insolvency Protection Multiple Signatures Agreement Form and MPI from the Quarterly Fraud and Abuse Activity Report and the Suspected/Confirmed Fraud and Abuse Reporting from the list of report naming convention exceptions
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Code Identifier Table	<ul style="list-style-type: none"> Renamed the fraud and abuse reports to remove MPI from the report titles and placed in alpha order Added the Case Manager Caseload Report and attestation submissions Removed the Cultural Competency Plan (and Annual Evaluation) and supporting document/attestation submissions Updated the Report Guide Chapter column to reflect new, deleted, and renamed reports
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		County Code Table	<ul style="list-style-type: none"> Revised DCF District to DCF Circuits
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ch. 3: <u>Administrative Subcontractors and Affiliates</u>	Report Template	<ul style="list-style-type: none"> Updated link to template
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 4: <u>Annual Fraud and Abuse Activity Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 12 to 4, due to revision of chapter name and to keep chapters in alpha order Removed MPI from chapter name to match contract language
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Report Purpose	<ul style="list-style-type: none"> Added applicable Florida Statute for reference purposes
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Submission	<ul style="list-style-type: none"> Updated staff title throughout the chapter Updated file naming convention for the report and attestation
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Clarified submission instructions to reflect the need for Agency approved FTP client software and updated the SFTP site to MPI-MC SFTP site Added password expiration/reset/termination information

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	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ch. 4: <u>Annual Fraud and Abuse Activity Report</u>	Report Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 5: <u>Audited Annual and Unaudited Quarterly Financial Reports</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 4 to 5, due to new/deleted chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Submission	<ul style="list-style-type: none"> Revised submission method: <ul style="list-style-type: none"> Report submission via a single, non-secure email to the Agency's Bureau of Managed Health Care (BMHC) mailbox at MMCFIN@ahca.myflorida.com:
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Clarified that delegate signatures will not be accepted for the jurat page submissions Clarified submission method: <ul style="list-style-type: none"> These combined financial statement(s) should be submitted and emailed as a single report
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 6: <u>Claims Aging Report & Supplemental Filing Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 5 to 6, due to new/deleted chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Report Purpose	<ul style="list-style-type: none"> Clarified federal and state statutory references
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 7: <u>Community Outreach Health Fairs/Public Events Notification</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 6 to 7, due to new/deleted chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 8: <u>Community Outreach Representative Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 7 to 8, due to new/deleted chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 9: <u>Critical Incident Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 8 to 9, due to new/deleted chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Report Purpose, Frequency & Due Dates	<ul style="list-style-type: none"> Added acronym for home and community based services (HCBS) Clarified frequency
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Revised report instructions to match the report template
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ch. 10: <u>Cultural Competency Plan (and Annual Evaluation)</u>	Entire Chapter	<ul style="list-style-type: none"> This chapter, in its entirety, has been removed from the SMMC Report Guide. NOTE: Submission of these documents is still contractually required (as a submission, not as a report) as per Contract Attachment II, Section VIII
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 10: <u>Critical Incident Summary Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 9 to 10, due to new/deleted chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Report Purpose	<ul style="list-style-type: none"> Added acronym for home and community based services (HCBS)

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	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Ch. 11: Insolvency Protection Multiple Signatures Agreement Form</u>	Entire Chapter	<ul style="list-style-type: none"> This chapter, in its entirety, has been removed from the SMMC Report Guide. NOTE: Submission of this document is still contractually required (as a submission, not as a report) as per Contract Attachment II, Exhibit 15
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Ch. 11: Provider Complaint Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 15 to 11, due to new/deleted chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Frequency & Due Dates	<ul style="list-style-type: none"> Revised to match the contract requirements for frequency (due monthly instead of quarterly)
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Submission	<ul style="list-style-type: none"> Clarified submission requirements
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Revised report instructions to match the new report template
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Ch. 12: Provider Network File</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 16 to 12, due to new/deleted/retitled chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Submission	<ul style="list-style-type: none"> Revised the submission section to include the new naming convention specified in the Provider Network Verification File Specification document Clarified that the attestation must be submitted to the SMMC SFTP site
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Updated link to the Provider Network Verification File Specification document
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated link to the Provider Network Verification File Specification document
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Ch. 13: Provider Termination and New Provider Notification Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 17 to 13, due to new/deleted/retitled chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Clarified that new/replacement medical providers should be reported in the "New Provider Information" tab
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Ch. 14: Quarterly Fraud and Abuse Activity Report</u>	Entire Chapter	<ul style="list-style-type: none"> Renumbered chapter, from 13 to 14, due to revision of chapter name and to keep chapters in alpha order MPI was removed from chapter name to match contract language
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Purpose	<ul style="list-style-type: none"> Clarified that the Bureau of Medicaid Program Integrity is within the Agency's Office of the Inspector General and added additional report purpose information
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Submission	<ul style="list-style-type: none"> Updated file naming convention for the report and attestation
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Added the requirement for Managed Care Plans to select their name with "(Long Term Care)" following the name for user account creation Added password expiration/reset/termination information Added the requirement for Managed Care Plans to select their name with "(Long Term Care)" following the name for when submitting the quarterly report via MPI's web-based application

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	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 15: <u>Suspected/Confirmed Fraud and Abuse Reporting</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 14 to 15, due to new/deleted/retitle chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Submission and Instructions	<ul style="list-style-type: none"> Clarified that the Bureau of Medicaid Program Integrity is within the Agency's Office of the Inspector General Clarified submission instructions to reflect the need for Agency approved FTP client software and updated the SFTP site to MPI-MC SFTP site Added password expiration/reset/termination information
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 16: <u>Case Management File Audit Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 18 to 16, due to new/deleted/retitle chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 17: <u>Case Management Monitoring and Evaluation Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 19 to 17, due to new/deleted/retitle chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ch. 18: <u>Case Manager Caseload Report</u>	Entire Chapter	<ul style="list-style-type: none"> This chapter, in its entirety, was added into the SMMC Report Guide. See SMMC Policy Transmittal 13-04 and DHP Letter dated 09/13/2013
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Template	<ul style="list-style-type: none"> Added new report template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 19: <u>Denial, Reduction, or Termination of Services Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 20 to 19, due to new/deleted/retitle chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Clarified instruction information for each tab in the report template
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 20: <u>Enrollee Complaints, Grievances and Appeals Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 21 to 20, due to new/deleted/retitle chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Updated instructions to match template
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 21: <u>Enrollee Roster and Facility Residence Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 22 to 21, due to new/deleted/retitle chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Report Purpose	<ul style="list-style-type: none"> Moved second sentence of the report purpose to the instructions section
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Revised instructions to match report template
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 22: <u>Missed Services Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 23 to 22, due to new/deleted/retitle chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Added clarifications regarding fields included in the template
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated template and link

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	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 23: <u>Nursing Facility Transfer Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 24 to 23, due to new/deleted/retitled chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Instructions	<ul style="list-style-type: none"> Revised instructions to match new template
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated template and link
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 24: <u>Participant Direction Option (PDO) Roster Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 25 to 24, due to new/deleted/retitled chapters
	10/01/13	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Report Template	<ul style="list-style-type: none"> Updated link to template
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 25: <u>Patient Responsibility Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 26 to 25, due to new/deleted/retitled chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 26: <u>Performance Measures Report LTC</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 27 to 26, due to new/deleted/retitled chapters
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Submission and Instructions	<ul style="list-style-type: none"> Edited wording under submission requirements Fixed numbering in Performance Measures Table
	10/01/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ch. 27: <u>Utilization Report</u>	Chapter Name	<ul style="list-style-type: none"> Renumbered chapter, from 28 to 27, due to new/deleted/retitled chapters