

**SMMC Managed Care Plan Report Guide
Enrollee Roster and Facility Residence Report Summary**

02/21/2024

BENEFIT TYPE(S)

The Managed Care Plan providing the following benefit type(s) must submit this report:

- LTC
- MMA & MMA Specialty
- Dental

REPORT PURPOSE:

The purpose of this report is to provide information on the current physical location of each enrollee receiving LTC services. The report may be used for disaster recovery planning and relief, and is also designed to track individuals who are transitioning between settings (e.g., nursing facility to community and vice versa).

FREQUENCY & DUE DATES:

| Report Year Type | Report Year Period |
|------------------|--------------------|
| C = Calendar | 01/01 – 12/31 |

| Report Frequency | Reporting Data Period |
|------------------|--|
| M = Monthly | Two-digit month of data being reported |

This report is due within fifteen (15) calendar days after the end of the reporting month.

REPORT CODE & SUBMISSION:

| | |
|--------------------|------|
| Report Code | 0129 |
|--------------------|------|

Using the file naming convention described in Chapter 2, the Managed Care Plan must submit the required documentation to the applicable SFTP site, as specified in Chapter 2:

- Enrollee Roster and Facility Residence Report using the template provided.
- A report attestation as described in Chapter 2.

INSTRUCTIONS:

This report must include all enrollees currently enrolled in the Managed Care Plan.

The Managed Care Plan must submit the Enrollee Roster and Facility Residence Report in the format and layout specified in the report template.

VARIATIONS BY MANAGED CARE PLAN TYPE:

No variations.

REPORT TEMPLATE:

The Agency templates can be found using the directions in Chapter 1. There are no additional report template instructions unique to this report chapter.

AMENDMENT HISTORY:

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| PLAN COMMUNICATION | DATE | RECAP OF CHANGE(S) |
|---------------------------|------------------|---|
| RCN 2024-01 | 2/14/2024 | Includes the addition of the 2024 holiday dates for reporting accuracy. 2/21/2024 Update: A technical correction has been made to the Enrollee Roster and Facility Residence Report (ERFRR) template. The "N/A" option for Region (Column H), as well as the "Out-of-state" and "Out-of-country" options for County of Residence (Column I) have been added to the template. |
| None | None | No change(s) from the SMMC Report Guide 9/1/2019. |

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