

SMMC Managed Care Plan Report Guide Case Management File Audit Report Summary

02/20/2025

BENEFIT TYPE(S)

The following Managed Care Plans must submit this report:

- IDD
- LTC

REPORT PURPOSE:

The purpose of this report is to ensure that the Managed Care Plan has an internal monitoring system in place for its case management program, and that enrollees receiving LTC services are receiving quality care.

FREQUENCY & DUE DATES:

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

| Report Frequency | Reporting Data Period |
|------------------|--|
| Q = Quarterly | Two digits for quarter of data being reported (01, 02, 03, 04) |

This report is due within thirty (30) calendar days after the end of the reporting quarter.

REPORT CODE & SUBMISSION:

| Report Code | 0102 |
|-------------|------|
|-------------|------|

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

- Case Management File Audit Report using the template provided.
- A report attestation as described in Chapter 2.

INSTRUCTIONS:

The Managed Care Plan must submit the Case Management File Audit Report in the format and layout specified in the report template. Please see the Case Management File Audit Report Operational Guidelines for additional guidance on how to review the files.

VARIATIONS BY MANAGED CARE PLAN TYPE:

No variations.

REPORT TEMPLATE:

There are no additional report template instructions unique to this report chapter.

AMENDMENT HISTORY:

| PLAN COMMUNICATION | DATE | RECAP OF CHANGE(S) |
|--------------------|------|--------------------|
| None | None | None |

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