SMMC Managed Care Plan Report Guide
Case Manager and Provider Training Report Summary

02/26/2025

BENEFIT TYPE(S)

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

☒ IDD
☒ LTC
☐ Dental

REPORT PURPOSE:

The purpose of this report is to gather data on performance measures for the Centers for Medicare and Medicaid Services on the following: the most recent date direct hire and contracted Long-Term Care case managers and IDD care coordinators who received abuse, neglect, and exploitation training and whether Direct Service Providers that are mandated to report abuse, neglect, and exploitation have received appropriate training. Additionally, whether IDD Direct Service Providers received training in APD approved curriculum for behavioral emergency procedures for Reactive Strategies and whether LTC case managers received Alzheimer's disease and dementia training.

FREQUENCY & DUE DATES:

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

Report Frequency	Reporting Data Period
A = Annually	Last two digits of year's data being reported

This report is due annually on June 1st for the prior twelve-month period.

REPORT CODE & SUBMISSION:

Report Code	Not applicable.

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

➢ The completed Case Manager and Provider Training Report template submitted as an Excel file and named: ***CMTraining_mmddyyyy, where *** is the Managed Care Plan's three-character identifier from the Plan Identifier Table (see Chapter 2), and "mmddyyyy" represents the two-digit month, two-digit day, and four-digit year of the report due date. For example, ABC Managed Care Plan's submission in 2025 for June 1, 2024, through May 31, 2025, would be named "ABCCMTraining_06012025".
➢ A report attestation as described in Chapter 2.

INSTRUCTIONS:

The Managed Care Plan must submit the Case Manager and Provider Training Report in the format and layout specified in the report template.

Case Manager Abuse, Neglect, and Exploitation Training

- Managed Care Plan or IDD Plan Name
- Benefit Type
- Report Date

- Total Number of LTC Case Managers or IDD Care Coordinators
- Case Manager or IDD Care Coordinators
- Date of Most Recent Training

Case Manager Alzheimer's Disease and Dementia Training Tab

- Managed Care Plan Name
- Benefit Type
- Report Date
- Total Number of LTC Case Managers
- Case Manager
- Date of Most Recent Training

Provider Mandated Reporter Training Tab

- Managed Care Plan Name or IDD Care Coordinators
- Benefit Type
- Report Date
- Current Direct Service Provider Name
- All direct service providers mandated to report abuse, neglect, and exploitation have been verified by the MCP as having received appropriate training (Y or N)

Provider Emergency Behavioral Procedures Training Tab

- IDD Care Coordinators
- Benefit Type
- Report Date
- Current Direct Service Provider Name
- All direct service providers mandated to receive training in an APD approved curriculum for behavioral emergency procedures (Y or N)

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:

PLAN COMMUNICATION	DATE	RECAP OF CHANGE(S)
None	**None**	***Update 2/26/2025***: Updated information on the report to include the Case Manager and Provider Training requirements for the IDD Pilot Program. Added tab to reflect APD BEP Training for IDD only and changed language on tab to reflect Case Manager or IDD Care Coordinator.