

**SMMC Managed Care Plan Report Guide
Managed Care Plan Training Report Summary**

02/01/2025

BENEFIT TYPE(S):

The following Managed Care Plans must submit this report:

- LTC
- MMA & MMA Specialty
- Dental

REPORT PURPOSE:

The purpose of this report is to provide the Agency with access to Managed Care Plans' scheduled trainings. This report in no way prohibits the Managed Care Plan from conducting ad hoc trainings beyond what is reported.

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 no later than the fifth (5) calendar day of the month prior to the training month.

REPORT CODE & SUBMISSION:

Report Code	0209
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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:

- Managed Care Plan Training Report using the template provided.
- A report attestation as described in Chapter 2.

INSTRUCTIONS:

1. The Managed Care Plan must complete the Managed Care Plan Training Report as specified on the instructions tab of the reporting template using the appropriate report template provided on the Agency website.
2. The Managed Care Plan may only use the permissible drop-down options for any column that has a drop-down menu.
3. The Managed Care Plan must submit a blank report template if there are no scheduled trainings to report for the upcoming month. This type of submittal must also include an attestation.

VARIATIONS BY MANAGED CARE PLAN TYPE:

No variations.

REPORT TEMPLATE

A workbook with two (2) worksheet tabs that include the following:

- Instructions – explains how to complete the template.
- Monthly Managed Care Plan Training Report.

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The Agency templates can be found using the directions in Chapter 1.

AMENDMENT HISTORY:

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

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