

**SMMC Managed Care Plan Report Guide  
Annual Fraud and Abuse Activity Report Summary**

01/15/2021

**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 the Agency a summarized annual report on the Managed Care Plan's experience in implementing an anti-fraud plan and conducting or contracting for investigations of possible fraudulent or abusive acts for the prior State Fiscal Year (SFY).

**Note:** All dollar amounts are to be reported for any overpayment, fraud, or abuse acts.

As used in this report, the terms "overpayment," "fraud," and "abuse" are defined and as referenced in Attachment II, Core Contract Provisions, Section I, Definitions and Acronyms.

**FREQUENCY & DUE DATES:**

Report Year Type	Report Year Period
S = State	07/01 – 06/30

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

This report is due annually by September 1.

**REPORT CODE & SUBMISSION:**

Report Code	0133
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The Managed Care Plan must submit the following to the Agency's Office of Medicaid Program Integrity's MPI-MC SFTP site. Contact the Agency's MPI Business Manager (MPI Site Administrator) for access information via [MPI-MCU@ahca.myflorida.com](mailto:MPI-MCU@ahca.myflorida.com) or 850-412-4600.

- The Managed Care Plan's Annual Fraud and Abuse Activity Report saved in XLS format, and submitted as an electronic file. The Managed Care Plan must use the file naming convention described in Chapter 2.
- A report attestation described in Chapter 2.

**INSTRUCTIONS:**

1. The Managed Care Plan must complete the Annual Fraud and Abuse Activity Report using the report template provided on the Agency website (see the "Report Template" section of this chapter).
2. The Managed Care Plan must submit a blank report template even if no fraud and abuse activities are recorded. This type of submittal must also include a completed attestation.
3. Refer to the current Annual Fraud and Abuse Activity Report template for additional general instructions as well as specific instructions.

**SMMC Managed Care Plan Report Guide  
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**01/15/2021**

Requests for access to the MPI-MC SFTP site must be made through the Plan Contract Manager to the Agency's MPI-MC Site Administrator at MPI-MCU@ahca.myflorida.com. The Managed Care Plan user must implement Agency-approved FTP client software, such as FileZilla, or utilize the web-transfer client protocol provided by AHCA. Security credentials (a single user ID and password) will be provided via encrypted email once the new user's registration is approved. Use the appropriate host name for the MPI-MC SFTP site: sftp.ahca.myflorida.com, port 2232. Below is information regarding the MPI-MC SFTP site location:

<b>Site Name:</b>	MPI-MC
<b>Host:</b>	sftp.ahca.myflorida.com
<b>Port:</b>	2232
<b>Site Management URL:</b>	https://sftp.ahca.myflorida.com:4432/manageaccount

When access is granted to new users, login credentials will be sent via secure email from MPI-MC SFTP Admin <FTP@ahca.myflorida.com>. If you already have an account, but do not know your username or password, you may retrieve them by accessing the Site Management page (<https://sftp.ahca.myflorida.com:4432/manageaccount>). If you are unable to retrieve your username or password, please contact MPI-MCU@ahca.myflorida.com or call 850-412-4600. It is recommended that you test your account access several days prior to the report due date.

Access for up to three plan staff may be granted to the MPI-MC SFTP account. Requests to add or delete access to your account must be submitted to MPI Business Manager at MPI-MCU@ahca.myflorida.com. The request must come from the Managed Care Plan's contract manager via email and contain the last name, first name, phone number and business email of the user(s). Any account that is not used for a period of 90 days will automatically be disabled due to inactivity.

To prevent spam filtering, users must add MPI-MCU@ahca.myflorida.com to their safe senders list. This address is also used to send expired password notification to users.

The Plan Contract Manager is responsible for plan user security and must maintain the user security access for plan staff. The MPI-MC SFTP site is limited to submitting and retrieving electronic file information within the managed care plan-specific folder. The managed care plan password is reissued by email only to the approved registered user (account holder) and will expire every 90 days in accordance with the Agency's security protocol. Password reset reminders and instructions will be sent to the registered user (account holder) seven days prior to expiration, and upon expiration. The Managed Care Plan must successfully submit a test file within 10 calendar days after the password is issued and as requested by the Agency.

The registered user (account holder) will be notified by email in the event of an account lock out due to multiple, incorrect password attempts. The account holder will be notified by email when the account has been locked. The account lockout will last for 30 minutes, and then it will be automatically cleared by the system. Users can have the block cleared immediately by contacting the MPI-MC Site Administrator (MPI Business Manager) at 850-412-4600.

Entering the incorrect username (i.e., a username that does not exist) will cause the user's IP address to be blocked. For the IP address block to take place, the user must attempt to connect with the incorrect username more than five times in 60 seconds. This form of lockout must be cleared by AHCA's network staff. The external user must contact the MPI-MC Site Administrator

**SMMC Managed Care Plan Report Guide  
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**01/15/2021**

(MPI Business Manager) for MPI reporting at MPI-MCU@ahca.myflorida.com or 850-412-4600 to resolve this issue.

Termination of access is required in instances where there is a change of responsibilities or employee termination. A request to terminate a user's access must be submitted by the Plan Contract Manager and must include the user's full name, position title, and business email address. The Plan Contract Manager must submit the request by email to MPI-MCU@ahca.myflorida.com.

The Managed Care Plan must submit the Annual Fraud and Abuse Activity Report via the MPI-MC SFTP site to the plan-specific file folder, using the same format as the XLS 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:**

<b>PLAN COMMUNICATION</b>	<b>DATE</b>	<b>RECAP OF CHANGE(S)</b>
<b>None</b>	<b>None</b>	No change(s) from the SMMC Report Guide 9/1/2019.

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