

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

12/18/2020

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 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
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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:

The Case Management File Audit Report Operational Guidelines can be found on the SMMC webpage for Agency-Approved Contract Materials
http://ahca.myflorida.com/Medicaid/statewide_mc/plans_FY18-23.shtml.

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

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AMENDMENT HISTORY:

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

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