

**SMMC Managed Care Plan Report Guide
Case Manager Caseload Report Summary**

12/01/2021

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 ensure that enrollees receiving LTC services are receiving quality case management services, by monitoring the caseload requirements.

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 within fifteen (15) calendar days after the end of the reporting month.

REPORT CODE & SUBMISSION:

| | |
|--------------------|------|
| Report Code | 0151 |
|--------------------|------|

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:

- Case Manager Caseload Report using the template provided.
- A report attestation as described in Chapter 2.

INSTRUCTIONS:

The Managed Care Plan must submit the Case Manager Caseload Report in the format and layout specified in the report 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:

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