

**SMMC Managed Care Plan Report Guide
Non-Special Needs Plan (Non-SNP) Financial 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 CODE & REPORT PURPOSE:

The purpose of this report is to provide the Agency with unaudited annual Non-Special Needs Plan (Non-SNP) Financial Report that details plan financial operations and performance for the applicable reporting period.

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

Unaudited annual Non-SNP Financial Report is due to the Agency by May 1 following the end of the reporting calendar year, allowing for ninety (90) calendar days of claims runoff. The following shall be submitted as part of the unaudited annual Non-SNP Financial Report:

- One copy of the annual Non-SNP Financial Report;
- Certification by the CEO or CFO, as discussed in Chapter 2, General Reporting Requirements, using the naming convention as described in Chapter 2.

If the Managed Care Plan did not operate a Medicare Advantage Plan in the requested timeframe, then the Managed Care Plan does not need to submit a Non-SNP Financial Report.

REPORT CODE & SUBMISSION:

Report Code	Not applicable
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The managed care plan must submit the required documentation via email to MDA_ACTUARIAL@ahca.myflorida.com:

For the unaudited annual submissions:

- a. The completed and accurate Non-SNP Financial Report template, which must be submitted as an Excel file and named ***NonSNPYYYY.xlsx, where *** is the Managed Care Plan's three-character identifier, and YYYY are the four digits of the calendar year being reported.
- b. The jurat page (included in the financial report template), which must be submitted as a PDF file and named ***NonSNPYYYY-jurat.pdf, where *** is the Managed Care Plan's three-character identifier, and YYYY are the four digits of the calendar year being reported. This jurat page must be signed only by the Managed Care Plan's CEO. **Delegate signatures will not be accepted.**

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INSTRUCTIONS:

1. The Managed Care Plan must complete the financial reporting submission requirements using the Excel file template provided at the Agency’s website, as specified in the Report Template section of this chapter, to report the following sets of financial data as applicable to each Managed Care Plan:

Annual Non-SNP Financial Report:

- Non-SNP Revenue & Expense Schedule (Summary and Regional);
 - Refer to the current Non-SNP Financial Report template for additional general instructions as well as schedule-specific instructions.
2. It is the responsibility of the Managed Care Plan to use the most current financial statement report template, as specified by the Agency.
 3. The Managed Care Plan must complete the Revenue & Expense schedules for each region in which the Managed Care Plan has a contract.
 4. The Managed Care Plan must use generally accepted accounting principles (GAAP) in preparing the Non-SNP Financial Report.
 5. The Managed Care Plan must submit financial statements that are specific to the operations of the Managed Care Plan rather than to a parent or umbrella organization.

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.

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