

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
10-18-2022	Full Reports List	4	Updated section numbering of reports to match the Contract.
	Quarterly Reports List	38	Updated section numbering of reports to match the Contract.
	6.3	39	Added Provider Network to Quarterly section to match the Contract.
	Annual Reports List	48	Updated section numbering of reports to match the Contract.
	6.3	49	Removed Provider Network from Annual section to match the Contract.
7-01-2022	Full Reports List	4-5	Updated section numbering of reports to match the updated Contract.
	As Necessary Reports List	7	Updated section numbering of reports to match the updated Contract.
	3.11	8	Section numbering 3.12 was changed to 3.11 to match Contract.
	Monthly Reports List	16	Updated section numbering of reports to match the updated Contract.
	3.6	23	Section numbering 3.7 was changed to 3.6 to match Contract.
	3.17	26	Section numbering 3.18 was changed to 3.17 to match Contract.
	4.2	26	Removed reference to COVID vaccine report.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	13.1	33	Added reference to PRTF report.
	Annual Reports List	42	Updated section numbering of reports to match the updated Contract.
	15.4	67	Section numbering 15.3 was changed to 15.4 to match Contract.
4-01-2022	Full Reports List	5	Edited report listing for the Grievance and Appeal Log to be one report submitted quarterly and annually.
	Quarterly Reports List	37	Edited report listing for the Grievance and Appeal Log to be one report submitted quarterly.
	9.1	39	Updated language for a single Grievance and Appeal Log and deleted the Appeal report template bullet.
	Annual Reports List	41	Edited report listing for the Grievance and Appeal Log to be one report submitted annually.
	9.1	65	Updated language for a single Grievance and Appeal Log and deleted the Appeal report template bullet.
10-01-2021	Full Reports List	5	Added BabyNet Members and BabyNet Providers reports to Appendix E of list.
	Monthly Reports List	16	Added BabyNet Members and BabyNet Providers reports to Appendix E of list.
	Appendix E	33-35	Added BabyNet reports description.
07-01-2021	Full Reports List	4	Removed Autism and PRTF reports from section 4.2 list.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	Monthly Reports List	16	Removed Autism and PRTF reports from section 4.2 list.
	4.2	26	Removed Autism and PRTF reports description.
	14.10	37	Updated language for EQI and deleted the second EQI report template bullet.
	7.2	46	Updated language for MLS Calculation.
	14.10	63	Updated language for EQI.
04-01-2021	Full Reports List	4	Updated section 4.2 to include COVID-19 Vaccine Administration Report.
	Monthly Reports List	16	Updated section 4.2 to include COVID-19 Vaccine Administration Report.
	4.2	26	Added COVID-19 Vaccine Administration Report description.
01-01-2021	4.2	40	Updated the IMD report picture and definitions to reflect the current version.
10-01-2020	Full Reports List	4-5	Updated sections 4.2 and 7.3 to match the body of the guide.
	Monthly Reports List	16	Updated sections 4.2 and 7.3 to match the body of the guide.
	4.2	26	Added High Cost No Experience Drug Report description.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	7.3	27	Updated Dual Medicare/Medicaid Report screen shot and added definitions.
	7.3	28-30	Updated Monthly Premium Recoupment report description. Added screen shots of templates and definitions for the three tabs of the report.
07-01-2020	4.8	10	Added detail regarding approval/denial of the Member Incentive Form.
04-01-2020	7.3	27	Updated picture of the Dual Medicare/Medicaid report to reflect the current reporting elements.
	15.5	62	Updated where the APM certification is submitted.
	Appendix A	64-69	Updated Files Exchanged between SCDHHS and MCOs to the 5-25-17 version.
	Appendix A	85	Added Choice Reason Codes 668 and 669.
	9.1	n/a	Uploaded Member Grievance Log to Excel Reports Template website at https://msp.scdhhs.gov/managedcare/site-page/excel-report-templates Revision to template includes supplied categories for Grievance Type field.
10-01-2019	3.7	25	Removed definitions from the Manual Maternity Kicker section and added them as a tab in the excel template. The new template will be uploaded to the website.
	Appendix B	97	Added the EDI contact for questions regarding MMIS tables.
	Appendix B	124	Added '0 QA Control Hold' category to Table 17.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
07-01-2019	Introduction	2	Under 'Exceptions', added that naming conventions may also be found on the report template.
	Full Reports List	4-5	Added listing for Institution for Mental Disease (IMD) and updated section 11.1 to match the body of the guide.
	As Necessary Reports List	7	Updated section 11.1 to match the body of the guide.
	11.1	12	Deleted Fraud and Complaint Case Notifications, renamed Provider Fraud and Abuse to Provider Notice, and added sections for Good Case Exception (GCE) and Permissions.
	16.3	14	Removed QA Grid definitions and added them to a tab on the report template.
	Monthly Reports List	16	Deleted Monthly MCO Fraud and Abuse report.
	7.3	27	Updated picture for Dual Medicare/Medicaid Report that is sent to the MCOs monthly.
	11.1	31	Deleted Monthly MCO Fraud and Abuse report and changed the reference for MCO Provider Termination report to the PI SharePoint site.
	9.2	35	Removed field definitions from the Provider Dispute Log section and added them to a tab on the report template.
	11.6	35	Changed reference for Quarterly MCO Fraud and Abuse report to the PI SharePoint site.
	Annual Reports List	37	Added new report for IMD, and updated section 11.1 to match the body of the guide.
	4.2	38	Added section for IMD.
	6.3	41-42	In 'Languages Spoken by Provider or Staff' section, added how to indicate multiple languages and updated the language code table.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	11.1-11.2	61	Changed reference for Annual Strategic Plan Matrix and Written Compliance Matrix to the PI SharePoint site. Deleted PI Rules for SharePoint Suspension, Termination, and Exclusions because it is in the As Necessary section.
	Appendix A	85-87	Updated Choice and Disenrollment Reason Codes.
10-01-2018	Full Reports List	4-5	Moved the QA Grid listing to section 16.3 to match the location in the Contract.
	As Necessary Report List	7	Moved the QA Grid listing to section 16.3 to match the location in the Contract.
	5.5	11	Deleted picture of Universal Newborn PA form and inserted website reference.
	16.3	15	Moved the QA Grid description to section 16.3 to match the location in the Contract.
	7.3	30	Updated wording for PCMH template and moved some of the specific instructions to the excel spreadsheet.
07-01-2018	** All	Throughout the Report	Throughout the report, if the excel template is available at https://msp.scdhhs.gov/managedcare//site-page/excel-report-templates the screen shot of the template was removed from the reporting guide.
	Introduction	2	Changed Health Programs to the Division of Managed Care.
	Full Reports List	4-5	Updated the list with the new/updated reports.
	As Necessary Reports List	7	Updated the list with the new/updated reports.
	2	8	Moved QA Grid to Section 2 as indicated in the P&P.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	Monthly Reports List	18	Updated the list with the new/updated reports.
	4.2	28	Added Autism Prior Authorization report, Autism Claims Payment report, PRTF Prior Authorization report, PRTF Claims Payment report.
	Quarterly Reports List	37	Updated the list with the new/updated reports.
	Annual Reports List	42	Updated the list with the new/updated reports.
	6.3	43	Deleted Geoaccess report reference
	7.2	48	Added Medical Loss Ratio Calculation Section.
	11.1	48-50	Added PI Rules for SharePoint Suspensions, Terminations and Exclusions
	11.1	65	Added PI Annual Strategic Plan Matrix.
	14.10	65	Changed CRCS to Encounter Quality Initiative (EQI).
	Appendix A: Reporting Sent Through FTP Site	70	Deleted Wrap Payment Summary, Capitated Payment file, Capitated Payment Void file
	Appendix A: Reporting Sent Through FTP Site	92	Updated the Non-Par Provider lay-out

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
01-01-2018	Annual Report List	5	Addition of Population Assessment Report to list.
	15.1	169	Addition of Population Assessment Report to list.
	15.7	200	Addition of Population Assessment Report section.
	14.5	202	Updated screen shot of Alternative Payment Model Certification. Spreadsheet updated on Reports Template website.
10-01-2017	14.10.8	120-134	Added the Encounter Edit Code List.
	Full Reports List	155-167	Updated the CRCS Milliman Methodology Documentation, the reference to the report template, and the attestation.
07-01-2017	Quarterly Report List	5	Updated list to reflect changes below.
	7.3.1.1	121	Updated list to reflect changes below.
	9.1.3.2	122	Removed Centering section.
	9.1.3.2	126-127	Removed Member Grievance Summary and replaced it with Member Grievance Log. Definitions and log template updated.
	9.2.16	128-129	Member Appeal Log definitions and log template updated.
	Annual Report List	130	Definition of 'Current Status' had previously referred to the number of contacts with the member. Changed wording to accurately reflect the number of contacts with the provider.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	7.9	212	Updated list to reflect changes below.
	Appendix A: Reporting Sent Through FTP Site	217-233	Added a new Annual Audited Financial Statement section, including Regulation 69-70 and the National Association of Insurance Commissioners (NAIC) Checklist.
	Full Reports List	247-253	Updated the “Files Exchanged Between SCDHHS and MCOs” with the latest 04/19/2017 version.
04-01-2017	As Necessary Report List	4-5	Added section 11.9.2 for Pharmacy Lock-In, section 12.3 for Marketing Activities Submission Log, and changed the listing for section 15.7 to read APM.
	11.9.2	7	Added section 12.3 for the Marketing Activities Submission Log.
	12.3	59-63	Added Pharmacy Lock-In section and templates for Pharmacy LI Member Letter, Pharmacy LI Member INSTRUCTIONS rev 2-15-17, Pharmacy LI Member Removal Letter, and Pharmacy LI Pharmacy Letter.
	Monthly Report List	64	Added a description and picture of the Marketing Activities Submission Log.
	3.8	68	Changed the listing for section 15.7 to read APM.
	5.4.5.1	78	Updated the picture of the Manual Maternity Kicker Log to reflect the updated template. Titles on the new template better reflect the reporting month and allowable birth months for payment.
	13.1.8	85	Updated the picture of the Care Management Report to reflect the new template. Changes to the template were made simply to match the wording of Care Management.
	11.6	117	Updated the section heading to read 13.1.8 and the picture of the report template to match the title Claims Payment Accuracy Report.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	Annual Report List	132	Updated the Quarterly MCO Fraud and Abuse instructions picture.
	15.7	213	Changed the listing for section 15.7 to read APM.
	Appendix A: Reporting Sent Through FTP Site	229	Alternative Payment Model (APM) replaces the VOC section.
	Full Reports List	231-237	Updated the “Files Exchanged Between SCDHHS and MCOs” with the latest 12/21/2016 version.
01-01-2017	11.1.21 – 11.1.22	5	Added Annual report requirement to the CRCS listing.
	11.6	45-46	Deleted because it was a duplicate of pages 43-44.
	14.5	107-108	Updated with the latest Monthly MCO Fraud and Abuse Report format and definitions. Deleted four pages-- the outdated instructions, report key and data dictionary tables.
	11.6	112	Updated with the latest Encounter Submission Summary format.
	Bi-Annual/ Annual Reports List	126-127	Updated with the latest Quarterly MCO Fraud and Abuse Report format and definitions. Deleted four pages-- the outdated instructions, report key and data dictionary tables.
	11.2.12	207	Added annual report requirement to the CRCS listing.
	2 through 16	213-220	Updated with the latest PI Written Compliance Plan with DHHS comments.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
10-11-2016	2.1.10, 2.2.1.1, and 3.4.2	Throughout	Updated section numbers to reflect the renumbering in the Contract.
	16.3.1	8	Added Organizational Chart, Personnel Resumes, and 834 reference.
	Previously 3.2.8	61-62	Moved Q&A Grid to section 16 to match the location in the Contract.
	Previously 7.2.2	75	Deleted Newborn Eligibility Request and Newborn Demographic Update Forms. Not in Contract.
	Previously 2.2.2	123	Deleted ACA Enhanced Physician Payment. Not in Contract.
	Previously 2.2.4.4 and 5.1.6	216	Deleted Resumes for Key Personnel from the Annual requirement section. Contract specifies to submit Upon Change.
	3.2.8	216	Deleted Training Plan and Care Coordination Guidelines. Not in Contract.
10-01-2016	3.7.1	66-68	Updated the Manual Maternity Kicker section.
	14.3.6.9- 14.3.6.9.3	70	Added statement to the Redetermination Report section regarding file creation cut-off.
	14.3.6.9- 14.3.6.9.3	143-212	Removed the previous and inserted the current CRCS methodology letter and enclosures.
	14.3.6.9- 14.3.6.9.3	213	Added the URL where the CRCS excel template can be downloaded.
	11.1 -- 11.2	214	Model CRCS attestation letter moved to follow the report template.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	15.7	222-234	Inserted PI Written Compliance Plan.
	FTP Site Reporting	237	Updated the screen shot of the Value Oriented Contracting certification template to match the current version. Added the comment that it should be submitted to DHHS via email and removed the reference to SharePoint.
	FTP Site Reporting	238	Added the label 'Appendix A' to the 'Reporting Sent Through FTP Site' section.
	FTP Site Reporting	239-245	Updated the 'Files Exchanged Between SCDHHS and MCOs' section.
	FTP Site Reporting	244	Inserted URL link where the 834 transaction file can be located.
	MMIS Tables	261-262	Added the enrollment and disenrollment reason codes used by the enrollment broker.
	Intro	272	Added the label 'Appendix B' to the 'Medicaid Management Information System (MMIS) Tables' section.
05-01-2016	3.2.8	2	Updated the file name convention exceptions to include the Encounter Submission Summary.
	3.2.8	66	Updated the details for the manual maternity kicker request.
	10.9.2 – 10.9.2.1.4	68	Updated heading and inserted new screen shot of template.
	14.2	99-108	Updated the title of each section to match the report names and removed redundant use of the words report and template.
	Intro	117	Added file name convention example and explanation.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
04-01-2016	Full Reports List	2	Updated the examples provided to match the current Report Requirements Full List. Clarified that certain PI and TPL reports should not be submitted in duplicate to the MCO SharePoint site.
	Monthly Reports List	4-5	<p>Updated the Call Center Performance report name and description to accurately reflect the template which includes the Member English and Spanish language lines and the Provider Call Center.</p> <p>Deleted the Provider Call Center Performance report that was listed in section 13.2 but is actually a part of the overall Call Center Performance report.</p> <p>Added language to clarify that the TPL Verification report is submitted to the departments FTP site and that specific PI reports are submitted directly to the PI SharePoint site.</p>
	3.8	64	<p>Updated the Call Center Performance report name and description to accurately reflect the template which includes the Member English and Spanish language lines and the Provider Call Center.</p> <p>Deleted the Provider Call Center Performance report that was listed in section 13.2 but is actually a part of the overall Call Center Performance report.</p> <p>Added language to clarify that the TPL Verification report is submitted to the departments FTP site and that specific PI reports are submitted directly to the PI SharePoint site.</p>
	6.1.1.5	76	Moved the provider call center performance to this section where it belonged and incorporated it into the Call Center Performance report. This matches the report template that the MCOs have been using. Updated the description to reflect the template's three worksheets.
	9.1.3.2	83	Updated to include the recent naming convention and submission location.
	9.1.3.2	126	Expanded the directions for clarification.
	11.6	127	Updated the description to match the template lay-out.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	Bi-Annual/ Annual Reports List	132	Added item 6 specifying the report is submitted directly to the PI SharePoint site.
	11.2.2 – 11.2.9.1	199	Added that the PI Written Compliance Plan is submitted directly to PI's SharePoint site.
	FTP site reporting	205	Added that the PI Written Compliance Plan is submitted directly to PI's SharePoint site.
	Intro	209 - 210	Updated the 837 encounter data daily file submission limits.
03-01-2016	Full Reports List	2	Further clarified directions on file name convention for upload to SharePoint.
	As Necessary/ Daily Reports List	4-5	Standardized report names. Separated the Member Grievance Summary and Member Appeal Log into two entries. Updated the Section label for Member Grievance Summary and Member Appeal Log to Section 9.1.3.2 to match Amendment Two of the Contract. Updated the Section label for Provider Dispute Log to Section 9.2.14 to match Amendment Two of the Contract. Created Section 11.6 so it matched monthly and quarterly report lists.
	Monthly Reports List	7	Standardized report names.
	10.9.2 – 10.9.2.1.4	64	Standardized report names.
	Quarterly Reports List	97	Added section heading.
	7.2.2	120	Standardized report names. Separated the Member Grievance Summary and Member Appeal Log into two entries. Updated the Section label for Member Grievance Summary and Member Appeal Log to Section 9.1.3.2 to match Amendment Two of the Contract. Updated the Section label for Provider Dispute Log to Section 9.2.14 to match Amendment Two of the Contract. Added Section 14.3.6.9 through 14.3.6.9.3 to the quarterly report list.

MCO Reports Companion Guide

Change Control Record

Date	Section(s)	Page(s)	Change
	9.1.3.2	122	Updated the MCO Withhold Report with the latest version.
	9.2.14	126	Re-numbered section heading to match Amendment Two of the Contract.
	14.3.6.9 – 14.3.6.9.3	129	Re-numbered section heading to match Amendment Two of the Contract.
	14.3.6.9 – 14.3.6.9.3	142	Added section heading.
	14.3.6.9 – 14.3.6.9.3	149	Added the CRCS report template.
	Bi-Annual/ Annual Reports List	150	Moved CRCS Attestation from page 121 to be with other CRCS documents.
	Intro	199	Standardized report names.
02-01-2016	Full Reports List	2	Label reports by reporting period. Submit 'nothing to report' versus not submitting.
	Monthly Reports List	5	Documented the 5 TPL reports and Encounter Submission Summary.
	10.9.2 – 10.9.2.1.4	64	Documented the 5 TPL reports and Encounter Submission Summary in the monthly section.
	14.2	97-106	Details for TPL reports.
		117-118	Encounter Submission Summary Template and Definitions.