

2008 Reporting Requirements for Medicaid Health Plans

- Reports must be submitted to the contract manager; **exceptions** are the encounter data which is submitted electronically via the DEG and the monthly claims report which is submitted via E-mail to wolfs@michigan.gov. Reports must be submitted to the contract manager (not other Departments or Sections) to be logged as received.
- The authority for all reports is in sections II-B (3) and II-W of the contract.

Report	Due Date ³	Period Covered	Instructions/Format
ANNUAL			
Consolidated Annual Report ¹	3/1/08	1/1/07 - 12/31/07	Contract II-W
Management Discussion and Analysis for Annual Financial	4/1/08	1/1/07 - 12/31/07	Contract II-W
Audited Financial Statements	6/1/08	1/1/07 - 12/31/07	NAIC, OFIS
HEDIS IDSS ²	6/30/08	1/1/07 - 12/31/07	NCQA- 1 hard copy and 1 electronic copy
HEDIS Compliance Audit Report	7/30/08	1/1/07 - 12/31/07	NCQA
QIP Annual Evaluation and Work Plan	6/30/08	Current Approved Evaluation and Work Plan	Electronic Format; Contract II-O
SEMI-ANNUAL			
Complaint and Grievance	1/30/08 7/30/08	7/1/07 - 12/31/07 1/1/08 - 6/30/08	MSA 131(revised) MSA 131 (revised)
QUARTERLY			
Financial	5/15/08 8/15/08 11/15/08	1/1/08 - 3/31/08 4/1/08 - 6/30/08 7/1/08 - 9/30/08	NAIC and OFIS
Third Party Collection	5/15/08 8/15/08 11/15/08	1/1/08 - 3/31/08 4/1/08 - 6/30/08 7/1/08 - 9/30/08	Report on separate sheet and send with NAIC
MONTHLY			
Claims Processing	30 days after end of month <i>NOT last day of month</i>	•Data covers previous month •i.e., data for 2/08 due by 3/30/08	MSA 2009(E) Revised 9/03
Encounter Data	The 15 th of each month	•Minimum of Monthly •Data covers previous month •i.e., data for 1/08 due by 2/15/08	837 Format NCPDP Format

1. Annual Report Components

- Health Plan Profile (MSA 126) **NOTE: Follow instructions carefully and include all required attachments.**
 - Financial (NAIC, all reports required by OFIS, and Statement of Actuarial Opinion are due with the annual report on 3/1/08). **NOTE: The Management Discussion and Analysis is due 4/1/08 and the Audited Financial Statements are due 6/1/08.**
 - Health Plan Data Certification Form (MSA 2012)
 - Litigation (limited to litigation directly naming health plan, MSA 129)
 - Physician Incentive Program (PIP) Reporting (DCH PIP Attestation form and PIP Disclosure forms)
 - Medicaid Provider Directory
 - Medicaid Certificate of Coverage
 - Medicaid Member Handbook
2. Due on 6/30/08: HEDIS IDSS and signed and dated Attestation of Accuracy and Public Reporting Authorization (Medicaid letter from NCQA). Due on 7/30/08: HEDIS Compliance Audit Report and certified auditor's signed and dated Final Audit Statement.
3. If due date is not a business day, reports received on the next business day will be considered timely