

BadgerCare Plus and Medicaid SSI

Contract Specified Reports and Due Dates

<b>WEEKLY REPORTS</b>				
<b>Report</b>	<b>Due Date</b>	<b>Report Description</b>	<b>Submit to</b>	<b>Contract Reference</b>
HMO Provider Network	Weekly	List of all providers in the HMO network,	Submit via the SFTP. (See the File Submission Specification Guide)	Article V, F
<b>MONTHLY REPORTS</b>				
Summary Hospital Access Payment Report	Within 15 calendar days of receipt of payment from the Department	Summary of prior month's access payment.		Addendum IV, F
Summary Critical Access Hospital (CAH) Access Payment Report	As requested	Summary of prior month's access payment.	Use the Access Payment Portal	Addendum IV, G Article XVI, J, 2
MO Prior Authorization Data	Monthly	The data should include prior authorizations for the past year.	Submit on the SFTP	See Care Coordination Report specs on ForwardHealth ( <a href="https://www.forwardhealth.wi.gov/WIPortal/content/Managed%20Care%20Organization/Encounters_and_Reporting/Home.htm.spage">https://www.forwardhealth.wi.gov/WIPortal/content/Managed%20Care%20Organization/Encounters_and_Reporting/Home.htm.spage</a> ).
Supplier Diversity Report	Monthly	Send monthly reports regarding the HMO's subcontracts with DOA certified MBEs and DVBS	Submit on the following link: <a href="https://www.dhs.wisconsin.gov/business/compliance.htm">https://www.dhs.wisconsin.gov/business/compliance.htm</a>	Article XII, P

QUARTERLY REPORTS				
1 <sup>st</sup> QUARTER: (Jan-March), 2 <sup>nd</sup> QUARTER: (April – June); 3 <sup>rd</sup> QUARTER: (July – Sept); 4 <sup>th</sup> QUARTER (Oct – Dec)				
Attestation Form	<b>1st Quarter:</b> due April 30 <b>2nd Quarter:</b> due July 30 <b>3rd Quarter:</b> due Oct 30 <b>4th Quarter:</b> due Jan 30		Submit to the HMO's Managed Care Analyst using the form in addendum IV.H	Addendum IV, H
Encounter Data Coordination of Benefit Report	Due within 45 days of the end of quarter.		Send quarterly Coordination of Benefit reports to your DHS Managed Care Analyst, by password protected attached email. Use form in contract	Addendum IV, A
Grievance & HMO Appeal Summary Report	Due within 30 days of end of quarter	Quarterly summary grievance and appeal reports include PHI.	Send to DHS by password protected attached email. Use the form in Grievance and Appeal Guide Section 12.3.	Addendum IV, E
Ventilator Dependent Form and Report	Due 30 days after the end of each quarter		The reports include PHI and should be sent to BRS Ventilator Analyst via SFTP site. Use form in contract	Article XVI, H
Financial Report	Due 45 days after the end of each quarter	The HMO is required to submit financial information on emerging trends in service delivery.	Submit to BRS using the quarterly template distributed to the HMO.	Article XII.J
Provider Appeal Log and Data Summary	<b>1st Quarter:</b> Due the last business day of April, <b>2nd Quarter:</b> Due the last business day of July, <b>3rd Quarter:</b> Due the last business day of October, <b>4th Quarter:</b> due the last	The HMO is required to submit provider appeal log and data summary	Submit via the SFTP and email to the Managed Care Analyst or securely email directly to the Managed Care Analyst.	Article VIII.A.6

	business day of January			
ANNUAL REPORTS				
Member Communication and Education / Outreach Plan	Due on the second Friday of January.		Send to your DHS Managed Care Analyst via password protected email attachment.	Article VI and Communication, Outreach and Marketing Guide
Dental Service QI Report	Due on July 1st		Send to DHS managed care analyst by password protected email attachment.	Article X, H
Performance Improvement Project (PIP) Final Project	Due on the 1st business day of July for the prior calendar year		Send to <a href="mailto:DHSDMSHMO@dhs.wisconsin.gov">DHSDMSHMO@dhs.wisconsin.gov</a> and EQRO contact	Article X, J
Annual Financial Report	Report is due on May 30.	Financial report for the previous calendar year.	Send to BRS by the SFTP. The Financial Template can be found on the ForwardHealth Portal	Article XII, J
Initial Performance Improvement Project (PIP) aka PIP Proposal	Due by the first business day of December		Send to <a href="mailto:DHSDMSHMO@dhs.wisconsin.gov">DHSDMSHMO@dhs.wisconsin.gov</a> and EQRO contact	Article X, J
OB Medical Home Annual Report	Due date is the first Monday of June.	Previous year report.	Report due to DHS via a provided survey link.	Article IV, D.1,g
Medical Loss Report (MLR)	Due on June 1st		Must submit with the annual financial reporting submission in the designated worksheet within the HMO Financial Reporting Template	Article XII, O
Business Continuity Plan	Due June 30th		Submit to the Managed Care Analyst.	Article XI.C.13
SUPPORT Act Compliance Report	Due July 1st	The HMO must report on specific tools and/or protocols used by primary care providers	This report must be submitted to <a href="mailto:DHSDMSBBPAdmin@dhs.wisconsin.gov">DHSDMSBBPAdmin@dhs.wisconsin.gov</a> , Attn:	Article IV.B

(BadgerCare Plus Only)		when screening children on behavioral health	Behavioral Health Policy Section in Excel format	
<b>OTHER REPORTS</b>				
Affirmative Action Plan	Submit every 3 years		AA/CRC Office in the format specified on Vendor Net. Send to <a href="mailto:dhscontractcompliance@dhs.wisconsin.gov">dhscontractcompliance@dhs.wisconsin.gov</a>	Article XI, C, 4
Civil Rights Compliance Letter of Assurance and Plan			Send to AA/CRC Coordinator <a href="mailto:dhscontractcompliance@dhs.wisconsin.gov">dhscontractcompliance@dhs.wisconsin.gov</a> in the format specified in Article XI, C.4.b.	Article XI, C.4.b
Encounter Data File in (837I, 837P, 837D) format.			Send to Fiscal Agent on the SFTP.	Article XII, E
Court Ordered Birth Cost Report.	Due within 14 business days from the date the request was received by the HMO		Send report to DHS Administrative Staff and return via method specified in the request for report.	Addendum IV, B
Fraud, Waste and Abuse Investigations	Due within 15 days of the suspected activity coming to the attention of the HMO.		The HMO must report allegations of fraud, waste, and abuse (both provider and member) to the Department	Article XII, M.2
Abortions, Hysterectomies and Sterilizations		The HMO must comply with state and federal compliance requirements for abortions, hysterectomies and sterilizations.	Submit form with signatures on an as needed basis.	Article IV, F
Privacy and Security Incidents	Due the same day an incident occurs.		Send information to your DHS Managed Care Contract monitor	Article XI, D
CMS Drug Utilization		HMOs are required to submit timely responses		Article XI, B

Review Report		to report and survey requests as required by federal and/or state law or program policy.		
Daily EVV Authorization File	Daily	HMOs are required to submit a daily file for authorizations for personal care services		Article IV(A)(12)
Daily EVV Visit File	Daily	HMOs are required to utilize a daily file that contains all verified provider network EVV visits.		Article IV(A)(12)
Out-of-Network Provider Utilization Report	<b>Quarter 1:</b> Due by the last business day in July <b>Quarter 2:</b> Due by the last business day in October <b>Quarter 3:</b> Due by the last business day in January <b>Quarter 4:</b> Due by the last business day in April	The HMO is required to submit an out-of-network utilization log.	Submit via the SFTP with an email to your Managed Care Analyst.	Article XII.Q

Any reports that are due on a weekend or holiday are due the following business day.

The Department electronically produces multiple reports and resources for use by BadgerCare Plus and Medicaid SSI HMOs, which are listed at the following website:

[https://www.forwardhealth.wi.gov/WIPortal/Tab/42/icscontent/Managed%20Care%20Organization/reports\\_data/hmomatrix.htm.spage](https://www.forwardhealth.wi.gov/WIPortal/Tab/42/icscontent/Managed%20Care%20Organization/reports_data/hmomatrix.htm.spage).