



State Reporting Requirements for 2020

A. Materials with specific due dates – all programs

The following tables are provided for information only. Due dates indicated in the table are based upon reporting requirements as set forth in the contract.

Report	Reporting Period	Due Date	Submit To	Contract Reference
1. Encounter Reporting Submission and Data Certification Forms, as applicable	12/01/19-12/31/19	01/30/20	DHS LTCare IES Encounter Reporting website: https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html	Article XIV.B.
	01/01/20-01/31/20	03/02/20		
	02/01/20-02/29/20	03/30/20		
	03/01/20-03/31/20	04/30/20		
	04/01/20-04/30/20	06/01/20		
	05/01/20-05/31/20	06/30/20		
	06/01/20-06/30/20	07/30/20		
	07/01/20-07/31/20	08/31/20		
	08/01/20-08/31/20	09/30/20		
	09/01/20-09/30/20	10/30/20		
	10/01/20-10/31/20	11/30/20		
	11/01/20-11/30/20	01/04/21		
12/01/20-12/31/20	02/01/21			
2. Monthly Reportable Incidents Report	Same as above	Same as above	Same as above	Article V.J. 5.; Article V.O.
3. Quarterly Approved Restrictive Measures Report	01/01/20-03/31/20	05/15/20	https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html	Article V.J.4.; Article XII.C.6.; Article XIV.C.3.
	04/01/20-06/30/20	08/17/20		
	07/01/20-09/30/20	11/16/20		
	10/01/20-12/31/20	02/15/21		
4.a. Quarterly Report <i>(all components except financial and payments above the Medicaid fee-for service rate)</i>	10/01/19-12/31/19	02/17/20	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XIV.C.
	01/01/20-03/31/20	05/15/20		
	04/01/20-06/30/20	08/17/20		
	07/01/20-09/30/20	11/16/20		
	10/01/20-12/31/20	02/15/21		



Contract for Family Care, Partnership, and PACE Programs between the Wisconsin Department of Health Services, Division of Medicaid Services and Managed Care Organizations

Report	Reporting Period	Due Date	Submit To	Contract Reference
4.b. YTD Financial Report <i>(includes Financial Statement Certification Forms)</i>	01/01/19-12/31/19	03/16/20	DHS-DMS-BFAM DHSLTCFiscalOversight@dhs.wisconsin.gov	Article XVII.B
	01/01/20-03/31/20	05/15/20		
	01/01/20-06/30/20	08/17/20		
	01/01/20-09/30/20	11/16/20		
	01/01/20-12/31/20	03/15/21		
4.c. 2 nd and 4 th Quarter Reports <i>(Payments above the Medicaid fee-for service rate)</i>	01/01/20-06/30/20	08/14/20	DHS-DMS-BRS DHSDMSBRS@dhs.wisconsin.gov	Article VIII.L.7.d
	07/01/20-12/31/20	02/17/21		
5. Reporting of Payments in Excess of Capitation or Other Amounts Specified in the Contract	01/01/20-01/31/20	03/30/20	DHS-DMS-BFAM DHSLTCFiscalOversight@dhs.wisconsin.gov	Article XVII.B.4
	02/01/20-02/29/20	04/30/20		
	03/01/20-03/31/20	06/01/20		
	04/01/20-04/30/20	06/30/20		
	05/01/20-05/31/20	07/30/20		
	06/01/20-06/30/20	08/31/20		
	07/01/20-07/31/20	09/30/20		
	08/01/20-08/31/20	10/30/20		
	09/01/20-09/30/20	11/30/20		
	10/01/20-10/31/20	01/04/21		
	11/01/20-11/30/20	02/01/21		
	12/01/20-12/31/20	03/01/21		
6. Program Integrity Quarterly Report	01/01/20-03/31/20	04/30/20	DHS-DMS-BFAM DHSLTCFiscalOversight@dhs.wisconsin.gov and DHS-DMS-BAPP & BAQO DHSBMC@dhs.wisconsin.gov	Article XIII.K.2
7. Employment Data Report	01/01/20-03/31/20	06/01/20	Integrated Exchange System (IES) through Business Objects	Article XIV.C.5.
	04/01/20-06/30/20	08/31/20		
	07/01/20-09/30/20	11/30/20		
	10/01/20-12/31/20	03/01/21		
8. Audited Year-End Financial Statements	01/01/19-12/31/19	06/01/20	DHS-DMS-BFAM DHSLTCFiscalOversight@dhs.wisconsin.gov	Article XVII.E
	01/01/20-12/31/20	06/01/21		
9. Audit Report with required schedules and letters	01/01/19-12/31/19	06/01/20	DHS-DMS-BFAM DHSLTCFiscalOversight@dhs.wisconsin.gov	Article XVII.E
	01/01/20-12/31/20	06/01/21		



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Report	Reporting Period	Due Date	Submit To	Contract Reference
10. CPA Checklist	2119 Audit Period	06/01/20	DHS-DMS-BFAM DHSLTCFiscalOversight@dhs.wisconsin.gov	Article XVII.E
11. Accountants Letter of Qualifications	01/01/19-12/31/19	06/01/20	DHS-DMS-BFAM DHSLTCFiscalOversight@dhs.wisconsin.gov	s. Ins 57.37
12. Designation of Independent CPA	At time of designation or change	As needed	OCI OCIfinancial@wisconsin.gov	s. Ins 57.31(1)
13. Auditor Qualifications	At time of designation or change	As needed	OCI OCIfinancial@wisconsin.gov	s. Ins 57.31(3)
14. Subcontracts – Disclosure of Interest	N/A	1/31/20	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XIII.G.
15. Disclosure of Ownership or Controlling Interest	N/A	1/31/20	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XIII.G.
16. Civil Rights Compliance Letter of Assurance	01/01/18-12/31/21	01/15/18	Mail to: DHS – DES BSS - AA/CRC Coordinator 1 West Wilson, Rm. 655 P.O. Box 7850 Madison, WI 53707-7850	Article XIII.B
17. IMD Capitation Report	01/01/19-12/31/19	04/06/20	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XIV.C.1; Article XIV.D and Article XVIII.M

B. Materials with specific due dates – Partnership and PACE

The following tables are provided for information only. Due dates indicated in the table are based upon reporting requirements as set forth in the contract.

Report	Reporting Period	Due Date	Submit To	Contract Reference
1. AIDS/Ventilator Dependent, as applicable	10/01/19-12/31/19	02/17/20	DHS-DMS-BRS DHSDMSBRS@dhs.wisconsin.gov	Addendum I.B.1
	01/01/20-03/31/20	05/15/20		
	04/01/20-06/30/20	08/17/20		



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Report	Reporting Period	Due Date	Submit To	Contract Reference
<i>(Partnership Only)</i> <i>(MCOs have 365 days from the date of service to submit documentation for these members. Adherence to the reporting periods listed in this table is encouraged to facilitate timely payments.)</i>	07/01/20-09/30/20	11/16/20		
	10/01/20-12/31/20	02/15/21		
2. Federally Qualified Health Center, as applicable	10/01/19-12/31/19	02/15/20	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article VIII.L.2
	01/01/20-03/31/20	05/15/20		
	04/01/20-06/30/20	08/17/20		
	07/01/20-09/30/20	11/16/20		
	10/01/20-12/31/20	02/15/21		
3. IMD In Lieu Of Service Report <i>(Partnership Only)</i>	01/01/18-12/31/19	06/08/20	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XIV.C.1; Article XIV.D and Article XVIII.M



Contract for Family Care, Partnership, and PACE Programs between the Wisconsin Department of Health Services, Division of Medicaid Services and Managed Care Organizations

C. Materials without specific due dates – all Programs

The following materials have no specific due dates. They are due upon request, prior to implementation, or as applicable. In addition to the items listed here, other policies, procedures and plans may be requested during Certification or the Annual Quality Review.

Document	Submission Date	Submit To	Contract Reference
1. Policies and procedures identified in this contract	Upon request and prior to implementation	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Various
2. Provider Network Listing	Upon request, generally during recertification	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article VIII.I
3. Disclosure Statement – Party of Interest	As applicable	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XIII.G
4. Delegation of Authority	60 days prior to effective date	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XVI.G.
5. Marketing and Member Material	Prior to distribution	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article IX
6. Quality Management Activities	Upon request	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XII.C.
7. Performance Improvement Project <i>(Family Care and Partnership Only)</i>	Annual report for External Quality Review and upon request	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XII.C.7
8. Program Integrity Report - Any Suspected Fraud, Waste, or Abuse	As soon as possible, but within ten (10) business days	DHSBTCFiscalOversight@dhs.wisconsin.gov	Article XIII.K.2
9. Disclosure of Excluded	Within ten (10) business days of identification	DHS-DMS-BLTCF DHSBTCFiscalOversight@dhs.wisconsin.gov	Article XIII.H.4



Contract for Family Care, Partnership, and PACE Programs between the Wisconsin Department of Health Services, Division of Medicaid Services and Managed Care Organizations

Document	Submission Date	Submit To	Contract Reference
Individuals or Entities		@dhs.wisconsin.gov	
10. Documentation of MCO Member Advisory Committee Meetings <i>(Family Care and Partnership Only)</i>	Upon request	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article II.C

D. Materials without specific due dates – Partnership

The following materials have no specific due dates. They are due upon request, prior to implementation, or as applicable. In addition to the items listed here, other policies, procedures and plans may be requested during Certification or the Annual Quality Review.

Document	Submission Date	Submit To	Contract Reference
1.a. Medicare Bid Information - 2020 Original Bid	Concurrent with submission to CMS	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XVII.B.3
1.b. Medicare Bid Information - 2020 CMS Approved Bid	Within one month of final approval by CMS, submit bid if changed from original; or send confirmation that original bid was approved by CMS.	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XVII.B.3
2. SNP Quality Reports	As applicable	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XII.B.3
3. Physician Incentive Plan	As applicable	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article VIII.O (Partnership) Article VIII.P (PACE)

E. Materials without specific due dates – PACE

The following materials have no specific due dates. They are due upon request, prior to implementation, or as applicable. In addition to the items listed here, other policies, procedures and plans may be requested during Certification or the Annual Quality Review.

Document	Submission Date	Submit To	Contract Reference
1.a. Medicare Bid	Concurrent with	DHS-DMS-BAPP &	Article



Contract for Family Care, Partnership, and PACE Programs between the Wisconsin Department of Health Services, Division of Medicaid Services and Managed Care Organizations

Document	Submission Date	Submit To	Contract Reference
Information - 2020 Original Bid	submission to CMS	BAQO DHSBMC@wisconsin.gov	XVII.B.3
1.b. Medicare Bid Information - 2020 CMS Approved Bid	Within one month of final approval by CMS, submit bid if changed from original; or send confirmation that original bid was approved by CMS.	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XVII.B.3
2. PACE Quality Reports	As applicable	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article XII.B.3
3. Physician Incentive Plan	As applicable	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article VIII.O.4
4. Documentation of PACE Member Advisory Committee Meetings	Upon request	DHS-DMS-BAPP & BAQO DHSBMC@wisconsin.gov	Article II.B

Current DHS-MCO contract: www.dhs.wisconsin.gov/familycare/mcos/contract.htm