

## MCO Contract Reports and Due Dates

This document lists reports due from MCOs to DHS on a weekly, monthly, quarterly, annual, or other basis. **This is not an all-inclusive list.** Questions regarding fiscal reports should be directed to [DHSLTCFiscalOversight@dhs.wisconsin.gov](mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov). Questions regarding these files should be directed to: [DHSDMSLTC@dhs.wisconsin.gov](mailto:DHSDMSLTC@dhs.wisconsin.gov)

### Daily Reports

Report	Due Date	Report Description	Submit to	Contract Reference
Self-Directed Support (SDS) Workers File	Daily	The MCO must complete the contracted self-directed support workers file and submit daily or use the available web service to send new SDS worker information to ForwardHealth and receive a Medicaid ID for the SDS worker and updated information for existing SDS workers.	SFTP (Secure File Transfer Portal)	Article XVI.C.2

### Weekly Reports

Report	Due Date	Report Description	Submit to	Contract Reference
Weekly address change report	Each Friday when a member reports a change of address to the MCO	The MCO is responsible for helping members maintain their Medicaid eligibility. This includes: Sharing member address changes by submitting the Address File Template	SFTP (Secure File Transfer Portal)  See instructions for submitting member change in address	Article III.C.3.d

## MCO Contract Reports and Due Dates

### Biweekly Reports

Report	Due Date	Report Description	Submit to	Contract Reference
Biweekly Overpayment Report	<p>On the 30th day of the month for overpayments identified or recovered between the 1st and 15th days of the month.</p> <p>On the 14th day of the following month for overpayments identified or recovered between the 16th and 31st days of the month.</p>	Pursuant to 42 CFR 438.608(a)(2), the MCO must report all overpayments identified or recovered to the Department within 30 calendar days, specifying the overpayments due to fraud.	<a href="mailto:dhsltcfiscaloversight@dhs.wisconsin.gov">dhsltcfiscaloversight@dhs.wisconsin.gov</a>	Article XIV.C.3

### Monthly Reports

Report	Due Date	Report Description	Submit to	Contract Reference
Encounter Reporting Submission and Data Certification Forms, as applicable	Due the thirtieth after the end of the month that follows the reporting period. If the thirtieth day of the month that follows the reporting period falls on a weekend or holiday, then the due date is the next business day.	The MCO must report encounter data as directed by the Department and meet all reporting requirements as specified in this contract pursuant to 42 CFR § 438.604.	<a href="https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html">https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html</a>	Article XIV.B.
Reporting of Payments in Excess of Capitation or	Due the last day of the second month that follows the reporting period. If the	The MCO must submit a monthly report of any capitation payments or	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.B.4



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Report	Due Date	Report Description	Submit to	Contract Reference
Other Amounts Specified in the Contract	last day of the second month that follows the reporting period falls on a weekend or holiday or holiday, then the due date is the next business day.	other payments in excess of amounts specified in the contract within sixty (60) calendar days of identification as required by 42 C.F.R. § 438.608(c)(3).		
Supplier Diversity Report	Due fifteen (15) days following the end of a month. If the 15 <sup>th</sup> day falls on a weekend or holiday, then the due date is the next business day.	The MCO must furnish appropriate monthly information about its efforts to subcontract with Minority-Owned Business Enterprises (MBE) and Disabled Veteran-Owned Businesses (DVB), including the identities of such businesses certified by the Wisconsin Supplier Diversity Program, their contract amount, and spend for each period to DHS. In accordance with WI Stats. Ch. 16.75 (3m), after completion of this contract, the MCO shall report to DHS any amount of this contract that was subcontracted to DOA certified MBEs and DVBS. The MCO shall submit monthly reports of efforts to subcontract with MBEs, DVBS, and other diverse entities/suppliers to DHS.	<a href="http://www.dhs.wisconsin.gov/business/compliance.htm">www.dhs.wisconsin.gov/business/compliance.htm</a>	Article XIII.P



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Report	Due Date	Report Description	Submit to	Contract Reference
1-2 Bed Adult Family Home (AFH) Monthly Report	Due the last day of the month that follows the month being reported. If the last day falls on a weekend or holiday, then the due date is the next business day.	The MCO must complete the Monthly Adult Family Home using the Department-approved template.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIV.C.1.b

### Quarterly Reports

Report	Due Date	Report Description	Submit to	Contract Reference
Quarterly Approved Restrictive Measures Report	Due forty-five (45) days after the end of the reporting period. If the 45th day falls on a weekend or holiday, then the due date is the next business day.	The MCO must report data on all approved restrictive measures, including those in the self-directed settings.	<a href="https://ltcareies.forwardhealth.wi.gov/restrictive/Measures/#/login">https://ltcareies.forwardhealth.wi.gov/restrictive/Measures/#/login</a>	Article V.J.4.; Article XII.C.6.; Article XIV.C.5
Quarterly Report (all components <i>except</i> financial)	Due forty-five (45) days after the end of the reporting period. If the 45th day falls on a weekend or holiday, then the due date is the next business day.	The MCO must submit a quarterly report containing all components listed in Article XIV.C.6.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIV.C.7



## MCO Contract Reports and Due Dates

Report	Due Date	Report Description	Submit to	Contract Reference
Payment Over Medicaid Fee-For-Service Rate Report	Due forty-five (45) days after the end of the second (2nd) and fourth (4th) quarters (February and August of each year). If the 45th day falls on a weekend or holiday, then the due date is the next business day.	Two quarter (1st and 2nd, or 3rd and 4th) reporting period  The MCO must report when the MCO contracts at a rate above the Medicaid fee-for-service rate and submit encounter data for expenditures on the services paid for above the Medicaid Fee-For-Service Rate.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article VIII.L.7.d
Quarterly Program Integrity Report	Due forty-five (45) days after the end of each quarter. If the 45 <sup>th</sup> day falls on a weekend or holiday, then the due date is the next business day.	The MCO must submit a Program Integrity Report in the required DHS PI Quarterly Reporting Template describing any instances of suspected fraud, waste, or abuse; identification of OIG Provider suspensions for contracted providers; and the results of provider audits that arose during the quarter.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>  <a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIII.K.2.
Competitive Integrated Employment Data Report	Due forty-five (45) days after the end of each quarter. If the 45 <sup>th</sup> day falls on a weekend or holiday, then the due date is the next business day.	The MCO must report employment data for members working in Competitive Integrated employment (CIE) on a quarterly basis.	Integrated Exchange System (IES) through Statistical Analysis System (SAS) Enterprise Data Warehouse (EDW)	Article XIV.C.8



## MCO Contract Reports and Due Dates

Report	Due Date	Report Description	Submit to	Contract Reference
Year-to-Date Financial Report <i>(includes Financial Statement Certification Forms)</i>	Due forty-five (45) days after the end of the first three (3) calendar quarters. If the 45 <sup>th</sup> day falls on a weekend or holiday, then the due date is the next business day. For the fourth quarter of the contract year, the due date is March 15 of the following year.	The MCO must complete and submit the <a href="#">MCO Financial Reporting Template</a> and information contained in Article VIII.L.11.c; VIII.L.12.d.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.B
<b>Partnership and PACE only:</b>  Federally Qualified Health Center (FQHC) Report	Due within forty-five (45) calendar days of the end of each quarter	The MCO must report the amount paid to any FQHC per month, as reported on the 1099 forms prepared by the MCO for each FQHC.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article VIII.L.2.b
<b>Partnership Only:</b>  Reporting for Vent-Dependent Acute and Primary Retrospective Adjustment	Due no later than forty-five (45) days after the last day of each quarter. If the 45 <sup>th</sup> day falls on a weekend or holiday, then the due date is the next business day.	The MCO must submit documentation to the Department to qualify for reimbursement for ventilator assisted members.	Secure File Transfer Portal (SFTP)	Addendum I.B.1.a.



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### Semi-Annual Reports

Report	Due Date	Report Description	Submit to	Contract Reference
Semiannual IMD Report	Due forty-five (45) calendar days after the reporting period. If the 45 <sup>th</sup> day falls on a weekend or holiday, then the due date is the next business day.	The MCO must submit the Semiannual IMD Report spreadsheet that includes all IMD stays, including civil and forensic commitments, within the reporting period (either January 1 through June 30, or July 1 through December 31.)	<a href="mailto:DHSIMDRI@dhs.wisconsin.gov">DHSIMDRI@dhs.wisconsin.gov</a>	Article XIV.C.6

### Annual Reports

Report	Due Date	Report Description	Submit to	Contract and/or Admin. Code Reference
Audited Year-End Financial Statements and Report with Required Schedules and Letters  <i>Includes CPA Checklist and Accountant's Letter of Qualifications</i>	Due on June 1 of the year following the calendar year.  Audited year-end financial statements for county operated MCOs are due nine months after the close of the county fiscal year.	The MCO must obtain a year-end financial audit by an independent certified public accountant and submit a full audit report that contains all items listed in Article XVII.E.3 that demonstrates to the Department that the MCO's internal controls, and related reporting systems in operation by the MCO, are sufficient.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.E; Wis. Admin. Code s. 57.26, 57.37



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Report	Due Date	Report Description	Submit to	Contract and/or Admin. Code Reference
Annual Program Integrity Report	Due within forty-five (45) days of the end of the calendar year.	The MCO must submit a program integrity report on the results of the program integrity annual plan.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XIII.K.2.g.
Performance Improvement Project Report	In annual report for External Quality Review, and upon request	The MCO must submit an annual report to the Department regarding the status and results of any approved PIP.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XII.C.7
Administrative Expense Allocation Report	June 1st or the first day after the sixth month after a change in the contracted entity  (Example: Due 6/1/2026 for CY 2025 expenses)  Submitted along with annual financial audit.	The MCO must submit a report showing how the previous calendar year administrative expenses of the MCO and any parent company were allocated to each Wisconsin Medicaid program	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.I
Auditor Qualifications	Due with the annual Audited Year-End Financial Statements and Report.	The MCO must provide to the Office of the Commissioner of Insurance and the Department the required CPA Qualification Letter.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.E.2; Wis. Admin. Code Ins. s. 57.31(3)
Patient Access API Report	Annually on March 31 <sup>st</sup>	The MCO must collect and report data regarding member use of the Patient Access API.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIII.Q.1.a



## MCO Contract Reports and Due Dates

### As-Needed Reports

Report	Due Date	Report Description	Submit to	Contract Reference
Designation of Independent CPA	Due within sixty (60) days after the MCO becomes subject to Wis. Admin. Code Ins. Ch. 57	The MCO must report the designation of an Independent CPA to complete the audit of the MCO's year-end financial statements to the Office of the Commissioner of Insurance.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.E.2; Wis. Admin. Code Ins. s. 57.31(1)
Auditor Qualifications	Due within sixty (60) days after the MCO becomes subject to Wis. Admin. Code Ins. Ch. 57.	The MCO must provide to the Office of the Commissioner of Insurance and the Department the required CPA Qualification Letter.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.E.2; Wis. Admin. Code Ins. s. 57.31(3)
Civil Rights Compliance Letter of Assurance	Due within fifteen (15) business days of the effective date of the contract.	The MCO must file a Civil Rights Compliance Letter of Assurance to assure its compliance with Civil Rights laws as described in Article XIII.B.1.c.	Mail to: Dept. of Health Services Division of Enterprise Services Bureau of Strategic Sourcing DES/BSS – AA/CRC Coordinator 201 East Washington Avenue, Room A200 PO Box 7850 Madison, WI 53707-7850 <a href="mailto:dhscontractcompliance@dhs.wisconsin.gov">dhscontractcompliance@dhs.wisconsin.gov</a>	Article XIII.B



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Report	Due Date	Report Description	Submit to	Contract Reference
Marketing and Member Material	Prior to dissemination	The MCO must submit to the Department for approval all marketing/outreach materials including text messaging communications sent from the MCO to members	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article IX.A
Quality Management Activities Documentation	Upon Department request	The MCO must maintain documentation of the activities listed in Article XII.C.1. and have documentation available for the Department upon request.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XII.C
Documentation of Network Capacity / Provider Network Listing	<p>Due at the following times:</p> <p>By the effective date of the MCO's contract with the Department;</p> <p>Annually;</p> <p>At any time there has been a significant change as defined by the Department in the MCO's operations that would affect the adequacy of capacity and services, including those significant changes examples listed in Article VIII.I.4.iii.</p>	The MCO must provide documentation to the Department, in a format specified by the department, that the MCO satisfies the requirements listed in Article VIII.I.3.a and b.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article VIII.I



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Report	Due Date	Report Description	Submit to	Contract Reference
Proposed Change in Delegation of Authority	Due no less than sixty (60) days prior to effective date of the proposal	The MCO must submit a proposed subcontract, change, or termination related to any functions or responsibilities that it delegates to a subcontractor or provider to the Department.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XVI.G
Status Update on Any Suspected Fraud, Waste, or Abuse Involving the Program	At least once per month until the case is closed	The MCO must send status updates on open suspected fraud, waste, or abuse allegations to the Department.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XIII.K.2
Disclosure of Business Transactions with a Party-In-Interest	Due within thirty (30) calendar days of contract signing.	For business transactions that occurred during the prior contract period, the MCO must disclose to the Department information listed in Article XIII.G.2.iii. about certain transactions that the MCO has with a "party in interest" as defined in the Public Health Service Act and 1903(m)(2)(A)(viii) and 1903(m)(4)(A) of the Social Security Act.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIII.G



## MCO Contract Reports and Due Dates

Report	Due Date	Report Description	Submit to	Contract Reference
Report of Any Suspected Fraud, Waste, Or Abuse Involving the Program	Within two (2) business days of identification	The MCO must report any suspected fraud, waste, or abuse involving the program.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a> and  Either the OIG toll-free reporting hotline 1-877-865-3432 or the on-line reporting system at <a href="http://www.reportfraud.wisconsin.gov">www.reportfraud.wisconsin.gov</a>	Article XIII.K.2.a.
Report of A Credible Allegation of Suspected Fraud, Waste, Or Abuse Involving the Program	As soon as possible, but within two (2) business days of the MCO making a credibility determination	The MCO must report a credible allegation of fraud, waste, or abuse involving the program.	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a> and  Either the OIG toll-free reporting hotline 1-877-865-3432 or the on-line reporting system at <a href="http://www.reportfraud.wisconsin.gov">www.reportfraud.wisconsin.gov</a>	Article XIII.K.2.c.



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Report	Due Date	Report Description	Submit to	Contract Reference
<p>Disclosure of Ownership or Controlling Interest</p>	<p>At time of required disclosure, as needed</p> <p>Due at the following times:</p> <ul style="list-style-type: none"> <li>• When the MCO submits a proposal in accordance with the procurement process;</li> <li>• Within thirty (30) calendar days of contract signing;</li> <li>• When the Department renews or extends the MCO contract; and</li> </ul> <p>Within thirty five (35) calendar days after any change in ownership of the MCO.</p>	<p>The MCO must submit to the Department the Disclosure of Ownership or Controlling Interest form the identity of each person or corporation with an ownership or controlling interest in the MCO, or any subcontractor or provider in which the MCO has a five percent (5%) or more ownership interest.</p>	<p><a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a></p>	<p>Article XIII.G.</p>
<p>Disclosure of Ineligible Organizations and Individuals</p>	<p>Within ten (10) business days of discovery</p>	<p>The MCO must disclose to the Department any relationship with an excluded individual or entity described under Article XIII.H.1. and provide the information described in Article XIII.H.4.</p>	<p><a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a></p>	<p>Article XIII.H.4</p>



### MCO Contract Reports and Due Dates

Report	Due Date	Report Description	Submit to	Contract Reference
Documentation of MCO Member Advisory Committee Meetings	Upon request	The MCO must maintain documentation of the MCO Member Advisory Committee's meetings and actions such as attendance records, minutes, votes, recommendations and MCO responses, to document the types and level of the Committee's participation in the Quality Management program and other aspects of MCO oversight.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article II.B.4

