

## II. State Reporting Requirements for 2022-23

### 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	12/01/21-12/31/21	01/31/22	<a href="https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html">https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html</a>	Article XIV.B.
	01/01/22-01/31/22	02/28/22		
	02/01/22-02/28/22	03/30/22		
	03/01/22-03/31/22	05/02/22		
	04/01/22-04/30/22	05/31/22		
	05/01/22-05/31/22	06/30/22		
	06/01/22-06/30/22	08/01/22		
	07/01/22-07/31/22	08/31/22		
	08/01/22-08/31/22	09/30/22		
	09/01/22-09/30/22	10/31/22		
	10/01/22-10/31/22	11/30/22		
	11/01/22-11/30/22	01/02/23		
	12/01/22-12/31/22	01/31/23		
2. Monthly Reportable Incidents Report	10/01/21-12/31/21	02/15/22	<a href="https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html">https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html</a>	Article V.J. 5.; Article V.P.
	01/01/22-03/31/22	05/16/22		
	04/01/22-06/30/22	08/15/22		
	07/01/22-09/30/22	11/15/22		
	10/01/22-12/31/22	02/15/23		
3. Quarterly Approved Restrictive Measures Report	10/01/21-12/31/21	02/15/22	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article V.J.4.; Article XII.C.6.
	01/01/22-03/31/22	05/16/22		
	04/01/22-06/30/22	08/15/22		
	07/01/22-09/30/22	11/15/22		
	10/01/22-12/31/22	02/15/23		
4.a. Quarterly Report (all components <u>except</u> financial)	10/01/21-12/31/21	02/15/22	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIV.C.
	01/01/22-03/31/22	05/16/22		
	04/01/22-06/30/22	08/15/22		
	07/01/22-09/30/22	11/15/22		
	10/01/22-12/31/22	02/15/23		
4.b. YTD Financial Report (includes Financial Statement Certification Forms)	01/01/21-12/31/21	03/15/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.B
	01/01/22-03/31/22	05/16/22		
	01/01/22-06/30/22	08/15/22		
	01/01/21-09/30/21	11/15/22		
	01/01/21-12/31/21	03/15/23		

<b>Report</b>	<b>Reporting Period</b>	<b>Due Date</b>	<b>Submit To</b>	<b>Contract Reference</b>
4.c. 2 <sup>nd</sup> and 4 <sup>th</sup> Quarter Reports	01/01/22-06/30/22	08/15/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article VIII.L.7.d
	07/01/22-12/31/22	02/17/23		
5. Reporting of Payments in Excess of Capitation or Other Amounts Specified in the Contract	01/01/22-01/31/22	03/30/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.B.4
	02/01/22-02/28/22	05/02/22		
	03/01/22-03/31/22	05/31/22		
	04/01/22-04/30/22	06/30/22		
	05/01/22-05/31/22	08/01/22		
	06/01/22-06/30/22	08/31/22		
	07/01/22-07/31/22	09/30/22		
	08/01/22-08/31/22	10/31/22		
	09/01/22-09/30/22	11/30/22		
	10/01/22-10/31/22	01/02/23		
	11/01/22-11/30/22	01/31/23		
	12/01/22-12/31/22	02/28/23		
6. Program Integrity Quarterly Report	01/01/22-03/31/22	05/02/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XIII.K.2.b
			<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	
7. Employment Data Report	01/01/22-03/31/22	05/20/22	Integrated Exchange System (IES) through Business Objects	Article XIV.C.5
	04/01/22-06/30/22	08/19/22		
	07/01/22-09/30/22	11/25/22		
	10/01/22-12/31/22	02/24/23		
	01/01/23-03/31/23	05/26/23		
	04/01/23-06/30/23	08/25/23		
	07/01/23-09/30/22	11/24/23		
	10/01/23-12/31/23	02/23/24		
8. Audited Year-End Financial Statements	01/01/21-12/31/21	06/01/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.E
	01/01/22-12/31/22	06/01/23		
<i>Note: audited year-end financial statements for county operated MCOs are due nine months after the close of the county fiscal year.</i>				

<b>Report</b>	<b>Reporting Period</b>	<b>Due Date</b>	<b>Submit To</b>	<b>Contract Reference</b>
9. Audit Report with required schedules and letters	01/01/21-12/31/21	06/01/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.E
	01/01/22-12/31/22	06/01/23		
10. CPA Checklist	2021 Audit Period	06/01/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XVII.E
11. Accountants Letter of Qualifications	01/01/21-12/31/21	06/01/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	s. Ins 57.37
12. Designation of Independent CPA	At time of designation or change	As needed	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	s. Ins 57.31(1)
13. Auditor Qualifications	At time of designation or change	As needed	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	s. Ins 57.31(3)
14. Subcontracts – Disclosure of Interest	N/A	02/01/22	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIII.G.
15. Disclosure of Ownership or Controlling Interest	N/A	02/01/22	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIII.G.
16. Civil Rights Compliance Letter of Assurance	01/01/22-12/31/25	As needed	Mail to: Dept. of Health Services Division of Enterprise Services Bureau of Strategic Sourcing 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	01/01/21-12/31/21	04/08/22	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XIV.C.1; Article XIV.D and Article XVIII.L
18. Supplier Diversity Report	01/01/22-01/31/22	02/15/22	<a href="http://www.dhs.wisconsin.gov/business/compliance.htm">www.dhs.wisconsin.gov/business/compliance.htm</a>	Article XIII.Q
	02/01/22-02/28/22	03/15/22		

Report	Reporting Period	Due Date	Submit To	Contract Reference
	03/01/22-03/31/22	04/15/22		
	04/01/22-04/30/22	05/16/22		
	05/01/22-05/31/22	06/15/22		
	06/01/22-06/30/22	07/15/22		
	07/01/22-07/31/22	08/16/22		
	08/01/22-08/31/22	09/15/22		
	09/01/22-09/30/22	10/17/22		
	10/01/22-10/31/22	11/15/22		
	11/01/22-11/30/22	12/15/22		
	12/01/22-12/31/22	01/16/23		
19. 1-2 Bed Adult Family Home (AFH) Monthly Report	01/01/22-01/31/22	03/02/22	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIV.C.1.b
	02/01/22-02/28/22	03/30/22		
	03/01/22-03/31/22	04/30/22		
	04/01/22-04/30/22	05/30/22		
	05/01/22-05/31/22	06/30/22		
	06/01/22-06/30/22	07/30/22		
	07/01/22-07/31/22	08/30/22		
	08/01/22-08/31/22	09/30/22		
	09/01/22-09/30/22	10/30/22		
	10/01/22-10/31/22	11/30/22		
	11/01/22-11/30/22	12/30/22		
	12/01/22-12/31/22	01/30/23		

**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. Ventilator Dependent, as applicable  <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>	10/01/21-12/31/21	02/15/22	<a href="mailto:DHSOFCE@wisconsin.gov">mailto:DHSOFCE@wisconsin.gov</a> Long-term care MCO's secure file transfer protocol	Addendum I.B.1.
	01/01/22-03/31/22	05/16/22		
	04/01/22-06/30/22	08/15/22		
	07/01/22-09/30/22	11/15/22		
	10/01/22-12/31/22	02/15/23		
	10/01/21-12/31/21	02/15/22	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article VIII.L.2
	01/01/22-03/31/22	05/17/22		

Report	Reporting Period	Due Date	Submit To	Contract Reference
2. Federally Qualified Health Center, as applicable	04/01/22-06/30/22	08/16/22		
	07/01/22-09/30/22	11/15/22		
	10/01/22-12/31/22	02/15/23		
3. IMD In Lieu Of Service Report	01/01/20-12/31/21	05/20/22	<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 XIV.C.1; Article XIV.D and Article XVIII.L

**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	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Various
2. Provider Network Listing	Upon request, generally during recertification	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article VIII.
3. Disclosure Statement – Party in Interest	As applicable	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XIII.G
4. Delegation of Authority	60 days prior to effective date	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XVI.G.
5. Marketing and Member Material	Prior to distribution	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article IX
6. Quality Management Activities	Upon request	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XII.C.
7. Performance Improvement Project	Annual report for External Quality Review and upon request	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XII.C.7
8. Program Integrity Report - Any	As soon as possible, but within ten (10) business days	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XIII.K.2.a

Document	Submission Date	Submit To	Contract Reference
Suspected Fraud, Waste, or Abuse			
9. Disclosure of Ineligible Organizations and Individuals	Within ten (10) business days of identification	<a href="mailto:DHSLTCFiscalOversight@dhs.wisconsin.gov">DHSLTCFiscalOversight@dhs.wisconsin.gov</a>	Article XIII.H.4
10. Documentation of MCO Member Advisory Committee Meetings	Upon request	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article II.B

**D. Materials without specific due dates – Partnership and 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 Information - Original Bid	Concurrent with submission to CMS	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XVII.B.3
1.b. Medicare Bid Information - 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.	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XVII.B.3
2. SNP Quality Reports	As applicable	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article XII.B.3
3. Physician Incentive Plan	As applicable	<a href="mailto:DHSDMSLTC@dhs.wisconsin.gov">DHSDMSLTC@dhs.wisconsin.gov</a>	Article VIII.Q.4