

ATTACHMENT B: REPORTING AND DELIVERABLES

RFP No: DMS-18/19-054

Medicare Advantage and Prescription Drug Plans

| FREQUENCY | REPORT NUMBER | REPORT NAME | DUE DATE | FILE LAYOUT |
|------------------|----------------------|---|--|---|
| Weekly | | | | |
| | 1 | Reject Records Report | w/in 2 business days starting w/ 1st full day file is available | |
| | 2 | Duplicate Records Report | w/in 2 business days starting w/ 1st full day file is available | |
| | 3 | Address Errors Report | w/in 2 business days starting w/ 1st full day file is available | |
| | 4 | System Generated Subscriber Drop Report | w/in 2 business days starting w/ 1st full day file is available | |
| Monthly | | | | |
| | 5 | Background Checks/Persons with Disqualifying Offenses | 15th of following month | |
| | 6 | Paid Claims File - to Dept/HIMIS | 20th of following month | |
| | 7 | Paid Claims Summary Report | 25th of following month | |
| | 8 | Part C and Part D Medicare Membership report (MMR) | w/in 15 days of receipt from CMS | As received from CMS – provide data key as needed |
| | 9 | Enrollee Invoice | 10th of following month | Excel format, tab 1. Must include enrollment file Member detail matching invoiced amount on subsequent tab(s) |
| Quarterly | | | | |
| | 10 | Executive Summary | w/in 45 days of quarter end | |
| | 11 | Performance Guarantee Report | w/in 45 days of quarter end | |
| | 12 | Key Metric Cost and Utilization Report | w/in 45 days of quarter end | |
| | 13 | Trend Analysis Report | w/in 45 days of quarter end | |
| | 14 | Network Provider Add / Delete Report | w/in 45 days of quarter end | |
| | 15 | Trend Analysis Report | w/in 45 days of quarter end | |
| | 16 | Clinical Program Report | w/in 45 days of quarter end | |
| Annual | | | | |
| | 17 | Subscriber Satisfaction Survey | w/in 45 days of year end | |
| | 18 | Proof of Renewal of Performance Bond and Insurance | w/in 45 days of year end | |
| | 19 | Proof of Renewal of Required Insurance | w/in 45 days of policy(ies) expiration | |
| | 20 | Part C and Part D Model Output Report (MOR) | w/in 45 days of receipt from CMS | As received from CMS – provide data key as needed |