

## PI – Reviewing of Annual MCP Report

### Purpose:

1. The purpose of this standard operating procedure (SOP) is to outline the review process for each MCPs annual report.

### Identification of Roles:

RACI Definitions	
<b>RACI</b> - RACI charts are a type of responsibility assignment matrices in project management. These simple spreadsheets or tables highlight the different states of responsibility a stakeholder has over a particular task or deliverable and denotes it with the letters R, A, C, or I.	
<b>(R)</b>	Responsible
<b>(A)</b>	Accountable
<b>(C)</b>	Consulted
<b>(I)</b>	Informed

**MCP Oversight Specialist** - responsible to review and provide feedback on the MCPs annual reports P11 I-P115 and send to the Iowa Medicaid Program Integrity Unit and the Managed Care Reporting and Oversight Bureau for responses to the feedback provided. **(R, A)**

**Iowa Medicaid Program Integrity Unit** - responsible to review and provide feedback on the MCPs annual reports P11 I-P115 in response to the MCP Oversight Specialist's feedback. **(C, I)**

**Managed Care Reporting and Oversight Bureau** – responsible to review and provide feedback on the MCPs annual reports P11 I-P115 in response to the MCP Oversight Specialist's feedback. **(C, I)**

### Performance Standards:

The performance standards are set within the MCPs contract. The MCPs are responsible for submitting their annual reports by the end of the following month at the end of the SFY.

### Path of Business Procedure:

1. The MCPs submit their annual reports to IMPA.
2. The MCP Oversight Specialist pulls down those reports and stores them in the appropriate MCP folders in the MCO-DBM Information folder located here: <\\dhsime\PI\MCO\MCO-DBM Information>
3. The feedback template reports are completed by the MCP Oversight Specialist and sent to the Iowa Medicaid Program Integrity Unit and the Managed Care Reporting and Oversight Bureau for additional feedback.

4. The MCP Oversight Specialist also sends a link to the documents the MCPs submitted to the Iowa Medicaid Program Integrity Unit and the Managed Care Reporting and Oversight Bureau.

- The annual report includes the following -
  - PI11\_Single Case Agreement Annual Report
  - PI12\_Program Integrity Annual Work Plan
  - PI13\_Program Integrity Compliance Plan
  - PI15\_Annual Member Lock-In Report

\*Any inaccurate or incomplete information will be noted on the feedback template and may also be discussed during each monthly PI 1:1 meeting.

5. The MCP Oversight Specialist schedules a meeting with the Iowa Medicaid Program Integrity Unit and the Managed Care Reporting and Oversight Bureau to discuss the documents.
6. All items that will need to be resubmitted will be discuss at this time.
7. All notes are taken by the MCP Oversight Specialist to discuss at the 1:1 and/or added to the Managed Care Reporting and Oversight Bureau feedback template. A date for resubmission will be set and all updates will be expected to be completed by that date.
8. When the MCPs resubmit, the MCP Oversight Specialist will schedule a meeting to re-review each report with the Iowa Medicaid Program Integrity Unit and the Managed Care Reporting and Oversight Bureau.
9. Once the MCP reports have been reviewed the second time a determination is made to either accept the report or reject the resubmission with a new resubmission date.
10. The determination is communicated back to the MCPs and the process from the original submission starts again.

### **Forms/Reports:**

The MCPs are responsible for submitting their annual reports (PI11-PI15) and Iowa Medicaid is responsible for filling out the annual feedback template and providing communication of acceptance.

Annual reports are stored here (PI1-PI14):

AGP: [\\dhsime\PI\MCO\MCO-DBM Information\AGP\Annual Reports](#)

DDIA: [\\dhsime\PI\MCO\MCO-DBM Information\Delta Dental\Annual Reports](#)

ITC: [\\dhsime\PI\MCO\MCO-DBM Information\ITC\Annual Reports](#)

MCNA: [\\dhsime\PI\MCO\MCO-DBM Information\MCNA\Annual Reports](#)

Annual feedback templates are stored here:

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Version 3.0

May 19, 2023

AGP: [\\dhsime\IMEUNIVERSAL\Managed Care Bureau.V2\Reports\Report Reviews \(Tracking Spreadsheets\)\Annual Biannual Tracking](\\dhsime\IMEUNIVERSAL\Managed Care Bureau.V2\Reports\Report Reviews (Tracking Spreadsheets)\Annual Biannual Tracking)

DDIA: <\\dhsime\PI\MCO\MCO-DBM Information\Delta Dental\Annual Reports>

ITC: [\\dhsime\IMEUNIVERSAL\Managed Care Bureau.V2\Reports\Report Reviews \(Tracking Spreadsheets\)\Annual Biannual Tracking](\\dhsime\IMEUNIVERSAL\Managed Care Bureau.V2\Reports\Report Reviews (Tracking Spreadsheets)\Annual Biannual Tracking)

MCNA: <\\dhsime\PI\MCO\MCO-DBM Information\MCNA\Annual Reports>

**Interfaces:**

Microsoft Office

IMPA

**Attachments:**



Delta Dental of Iowa  
Annual Reporting Fee