

PI – Reviewing of Monthly MCP Report

Purpose:

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

Identification of Roles:

RACI Definitions	
RACI - 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.	
(R)	Responsible
(A)	Accountable
(C)	Consulted
(I)	Informed

Iowa Medicaid PI MCP Oversight Specialist - responsible to review and provide feedback on the MCPs monthly reports PII-PII4 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 PI Unit - responsible to review and provide feedback on the MCPs monthly reports PII-PII4 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 monthly reports PII-PII4 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 monthly reports by the end of the following month.

Path of Business Procedure:

I. The MCPs submit their monthly reports to IMPA.

2. The MCP Oversight Specialist pulls down those reports and stores them in the appropriate MCP folders in the MCP-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 due date for additional feedback is three days, if no one response, it is assumed there is no response.
5. Once all responses and feedback are captured, the MCP Oversight Specialist sends an email to the Managed Care Reporting and Oversight Bureau the medical MCP feedback is ready. The MCP Oversight Specialist also sends the Iowa Medicaid Program Integrity Unit the dental MCP feedback notifying them the feedback is ready to submit to the dental MCPs.

Forms/Reports:

The MCPs are responsible for filling out the monthly reports (PII-PII4) and Iowa Medicaid is responsible for filling out the monthly feedback template.

Monthly reports are stored here (PII-PII4):

AGP: <\\dhsime\PI\MCO\MCO-DBM Information\AGP\Monthly Reports>

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

ITC: <\\dhsime\PI\MCO\MCO-DBM Information\ITC\Monthly Reports>

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

Monthly feedback templates are stored here:

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

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

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

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

Interfaces:

Microsoft Office

Attachments:

DDIA SFY 2023 Monthly Report Feedback
FINAL Delta Dental of Iowa P11-PI7 Program
FINAL Delta Dental of Iowa P114_Non-PI



DDIA SFY 2023
Monthly Report Feedback



FINAL Delta Dental of Iowa P11-PI7 Program
FINAL Delta Dental of Iowa P114_Non-PI Rec



