

PI – Reviewing of Quarterly MCP Report

Purpose:

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

MCP Oversight Specialist - responsible to review and provide feedback on the MCPs quarterly reports PI8-PI10 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 quarterly reports PI8-PI10 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 quarterly reports PI8-PI10 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 quarterly reports by the end of the following month.

Path of Business Procedure:

I. The MCPs submit their quarterly 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.

The Quarterly report is checked by the following process:

- Review the PI8_Cost Avoidance Cost Savings to ensure accuracy and completeness. Verify that the savings type is filled out for all reported savings and that the totals are calculated.
- Review the PI9_PI Activity for completeness. Make sure that the information is correctly filled out and there is no reporting ahead. Verify the number of EOBs that were responded to in the PII tab.
- Review the PII0_Algorithms for accuracy and completeness. Verify that the categories make sense and that there are no duplicates.
- For the quarterly report, this is also to be reviewed against the annual work plan for the current SFY.

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

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 quarterly reports (PI8-PII0) and Iowa Medicaid is responsible for filling out the quarterly feedback template.

Quarterly reports are stored here (PII-PII4):

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

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

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

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

Quarterly feedback templates are stored here:

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

DDIA: <\\dhsime\PIMCO\MCO-DBM Information\Delta Dental\Quarterly Reports>

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

MCNA: <\\dhsime\PIMCO\MCO-DBM Information\MCNA\Quarterly Reports>

Interfaces:

Microsoft Office

Attachments:



Delta Dental
SFY2023 Quarterly Relowa



FINAL Delta Dental of
PI8-PI10_Progra