



Managed Care Plan Submission Checklist

Date:

MCP Staff Submitting Item:

Date Effective (if applicable, i.e. new policies and programs):

Checklist for Item Submitted

<input type="checkbox"/> Capitation Rates	<input type="checkbox"/> Policy – Medical, LTSS, Behavioral Health <i>please select from drop down below</i>
<input type="checkbox"/> Claims and Benefits	None
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Provider Network
<input type="checkbox"/> Medication - Medical	<input type="checkbox"/> Provider Rates
<input type="checkbox"/> Medication - Pharmacy	<input type="checkbox"/> Reporting Manual, SDOH, Quality Strategy
<input type="checkbox"/> Contract Reference: <i>please make appropriate selection using the following dropdown menus</i>	
A. General	A. General
<input type="checkbox"/> Other	

Question to Iowa Medicaid –

(Check ALL boxes below; send to: IHLDirect@dhs.state.ia.us; cc: Account Mgr.)

- MCO has reviewed [Iowa Administrative Code](#), [Iowa Code](#), [Informational Letters](#), [Policy Clarifications](#) and [applicable manuals](#) prior to seeking additional information (*Please cite here, if question is related to one of these documents*)
- MCO has reviewed the [Iowa Medicaid Q&A](#) to date, to ensure question is not duplicate submission
- MCO Subject Matter Expert or Program Director has reviewed prior to submission to Iowa Medicaid

Question: (*Include State references if pertinent; use p. 2 if additional documentation is needed*)

Document for Review and Approval

Name of Document for Review/Approval:

Reason for Submission (please check one): (Use p. 2 if additional documentation is needed)

- Updated Document (please note changes or include track changes)
- New Document (please provide context / purpose):

Describe context/ purpose:

(Check ALL boxes below; send to: IHLDirect@dhs.state.ia.us; cc: Account Mgr.)

- MCP has reviewed applicable Iowa Administrative Code, Iowa Code, Informational Letters, and manuals prior to submission of document
- MCP has reviewed documents internally for grammar and content prior to submission
- MCP has complied with requirements for branding, reading level, and translation regarding layout and all content
- MCP Subject Matter Expert or Program Director has reviewed prior to submission to Iowa Medicaid

Question (Continued from page 1)