

PLAN REPORTING INSTRUCTIONS

Introduction

These instructions are a subset of the SPD Reporting instructions and go specifically over the Risk Stratification and Risk Assessment Data report as required by Policy Letter 14-005. Nothing has changed from the previous instructions.

Data must be resubmitted in Excel. Do not pdf the data.

The three months of data must be combined into one figure to represent the quarter.

Calendar

Reports are due 135 days after the end of the quarter (one quarter behind). Email reports to SPDMonitoring@dhcs.ca.gov. The subject line needs to include the plan's name and which quarter reports are attached.

Risk Stratification and Risk Assessment Data reports follow this schedule

- 1st Quarter 2014 (Jan/Feb/March) is due August 15th, 2014
- 2nd Quarter 2014 (April/May/June) is due November 15th, 2014
- 3rd Quarter 2014 (July/August/September) is due February 15th, 2015
- 4th Quarter 2014 (Oct/Nov/Dec) is due May 15th, 2015
- 1st Quarter 2015 (Jan/Feb/March) is due August 15th, 2015
- 2nd Quarter 2015 (April/May/June) is due November 15th, 2015
- 3rd Quarter 2015 (July/August/September) is due February 15th, 2016
- 4th Quarter 2015 (Oct/Nov/Dec) is due May 15th, 2016
- 1st Quarter 2016 (Jan/Feb/March) is due August 15th, 2016

SPD Aid Codes

For COHS, Two-Plan and GMC plans, all reports specific to SPDs should include Medi-Cal only SPDs in the below aid codes. The COHS 2 list applies only to Partnership in Solano, Napa and Yolo. All other COHS plans use the COHS 1 list.

Model Type	AID Codes
Two-Plan	10, 14, 16, 20, 24, 26, 36, 60, 64, 66, 1E, 1H, 2E, 2H, 6A, 6C, 6E, 6G, 6H, 6J, 6N, 6P, 6V
GMC	10, 14, 16, 20, 24, 26, 36, 60, 64, 66, 1E, 1H, 2E, 2H, 6A, 6C, 6E, 6G, 6H, 6J, 6N, 6P, 6V
COHS 1	10, 13, 14, 16, 17, 20, 23, 24, 26, 27, 36, 53, 60, 63, 64, 65, 66, 67, 1E, 1H, 2E, 2H, 6A, 6C, 6E, 6G, 6H, 6J, 6N, 6P, 6R, 6V, 6W, 6X, 6Y
COHS 2	10, 13, 14, 16, 17, 20, 23, 24, 26, 27, 36, 53, 60, 63, 64, 65, 66, 67, 1E, 1H, 2E, 2H, 6A, 6C, 6E, 6G, 6H, 6J, 6N, 6P, 6R, 6V, 6W, 6X, 6Y, C1, C2, C3, C4, C5, C6, C7, C8

Risk Stratification and Risk Assessment Data

Risk Data Template.xls

Risk Stratification

This worksheet covers the following requirements:

- Number and percentage of newly enrolled SPD members identified during the previous quarter as high-risk in 1st 44 days each month
- Number and percentage of newly enrolled SPD members in both risk categories successfully contacted by each plan during the previous quarter, including method of contact (phone or mail)

References: Contract Exhibit A, Attachment 10, Provision 4; W&I Code Sections 14182 (c)(11) to (13) and MMCD Policy Letter 14-005

Instructions for filling out each column:

- Plan Code: Fill in the plan code for each county that the plan is in. This plan code must match the county listed in the county column.
- Plan Name: Fill in the Plan name.
- County: Fill in the county for each county that the plan is in. The county must match the plan code listed in the plan code column.
- Total # of SPDs: the total number of SPDs that were enrolled in the quarter. This should equal the number of high-risk SPDs plus low-risk SPDs plus the late add SPDs. Only include the new mandatory SPDs, not duals.
- # of High-risk SPDs: The number of SPDs that were identified as high-risk. Only include the new mandatory SPDs, not duals.
- High-risk SPDs contact by phone - #: The number of new high-risk SPDs that were successfully contacted by phone. Only include the new mandatory SPDs, not duals.
- High-risk SPDs contact by mail - #: The number of new high-risk SPDs that were successfully contacted by mail. Successful contact by mail should be determined by whether the mail was successfully delivered. In other words, tracking the undelivered/return mail. For example, if 100 mailings were sent out and 20 were returned then there were 80 successful contacts by mail. Only include the new mandatory SPDs, not duals.
- # of Low-risk SPDs: The number of SPDs that were identified as low-risk. Only include the new mandatory SPDs, not duals.
- Low-risk SPDs contact by phone - #: The number of new low-risk SPDs that were successfully contacted by phone. Only include the new mandatory SPDs, not duals.
- Low-risk SPDs contact by mail - #: The number of new low-risk SPDs that were successfully contacted by mail. Successful contact by mail should be determined by whether the mail was successfully delivered. In other words, tracking the undelivered/return mail. For example, if 100 mailings were sent out and 20 were returned then there were 80 successful contacts by mail. Only include the new mandatory SPDs, not duals.

Risk Assessment 1

This worksheet covers the following requirements:

- Number and percentage of newly enrolled SPDs who were successfully contacted by each plan and who completed the risk assessment survey during the previous quarter (shown by risk category)

References: Contract Exhibit A, Attachment 10, Provision 4; W&I Code Sections 14182 (c)(11) to (13) and MMCD Policy Letter 14-005

Instructions for filling out each column:

- Plan Code: Fill in the plan code for each county that the plan is in. This plan code must match the county listed in the county column.
- Plan Name: Fill in the Plan name.
- County: Fill in the county for each county that the plan is in. The county must match the plan code listed in the plan code column.
- # of High-risk SPDs contacted and completed RAS: The number of new high-risk SPDs that were successfully contacted and completed the risk assessment survey (RAS). Only include the new mandatory SPDs, not duals.
- # of Low-risk SPDs contacted and completed RAS: The number of new low-risk SPDs that were successfully contacted and completed the risk assessment survey (RAS). Only include the new mandatory SPDs, not duals.
- # of Late add SPDS: The number of SPDs that were added late that were not categorized as either high-risk or low-risk. Late adds that are categorized as high-risk or low-risk should be included in those respective columns. Only include the new mandatory SPDs, not duals. The definition of late enrollment is anyone that is retro-enrolled into the plan for a particular month, but the plan doesn't get information about them until after the month has begun.
- # of Late add SPDs contacted and completed RAS: The number of SPDs that were added late and were successfully contacted and completed the risk assessment survey (RAS). Do not include any late adds that are categorized as either high-risk or low-risk. The definition of late enrollment is anyone that is retro-enrolled into the plan for a particular month, but the plan doesn't get information about them until after the month has begun. Only include the new mandatory SPDs, not duals.

Risk Assessment 2

This worksheet covers the following requirements:

- Number of newly enrolled SPD members during the previous quarter who completed the risk assessment survey and who were then determined to be in a different risk category (higher or lower) than had been established during the risk stratification process

References: Contract Exhibit A, Attachment 10, Provision 4; W&I Code Sections 14182 (c)(11) to (13) and MMCD Policy Letter 14-005

Instructions for filling out each column:

- Plan Code: Fill in the plan code for each county that the plan is in. This plan code must match the county listed in the county column.
- Plan Name: Fill in the Plan name.
- County: Fill in the county for each county that the plan is in. The county must match the plan code listed in the plan code column.
- # of new SPDs completed risk assessment survey and were then determined to be lower risk: The total number of new SPDs that completed the risk assessment survey and were then determined to be lower risk than what was established during the risk stratification process. Only include the new mandatory SPDs, not duals.
- # of new SPDs completed risk assessment survey and were then determined to be higher risk: The total number of new SPDs that completed the risk assessment survey and were then determined to be higher risk than what was established during the risk stratification process. Only include the new mandatory SPDs, not duals.
- # of new SPDs completed risk assessment survey and remained the same risk: The total number of new SPDs that completed risk assessment survey and remained in the same risk category that was established during the risk stratification process. Only include the new mandatory SPDs, not duals.