



RICK SCOTT  
GOVERNOR

ELIZABETH DUDEK  
SECRETARY

August 30, 2013

**Statewide Medicaid Managed Care (SMMC) LTC Policy Transmittal 13-04**

Applicable to:

**Capitated Managed Care Plan Contract Type**

**Fee-for-Service PSN Contract Type**

**LTC Plan Type**

**LTC Plan Type**

LTC HMO

LTC FFS PSN

Re: SMMC Long-term Care (LTC) Program Case Management Caseload Report

Dear LTC HMOs and LTC Fee-for-Service PSN:

The purpose of this policy transmittal is to notify long-term care (LTC) plans of new ad hoc reports for monitoring the caseloads of case managers as specified in the LTC Contract (Attachment II, Exhibit 5, Section V, Covered Services, Item I.5.b.) and provided in the policy transmittal sent to LTC plans on July 11, 2013.

This ad hoc reporting requirement is only for LTC plans that have enrollment in at least one month during August through November 2013. Caseload reporting requirements for December 2013 case manager caseloads, and going forward, will be provided in the SMMC LTC Report Guide to be posted October 1, 2013, with an effective date of January 1, 2014.

LTC plans must submit ad hoc reports to the Agency's SMMC secure file transfer protocol site for the months August through November 2013 by the due dates listed in the table below.

<b>Reporting Month</b>	<b>Due Date</b>
August 2013	September 30, 2013
September 2013	October 15, 2013
October 2013	November 15, 2013
November 2013	December 15, 2013

LTC plans must submit these reports using the enclosed report template. These submissions must be made using the file naming convention described in Chapter Two of the SMMC LTC Report Guide for reports and report attestations, using the information specified below.

<b>Ad Hoc Report Name</b>	<b>Report Code Identifier</b>	<b>Reporting Year Type Code</b>	<b>Frequency Code</b>
Case Management Caseload Report	151	C	M
Case Management Caseload Report Attestation	152		



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Re: SMMC LTC Case Management Caseload Report  
August 30, 2013  
Page Two

If you have questions or concerns, please contact your Bureau of Health Systems Development contract manager at (850) 412-4004.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin M. Senior".

Justin M. Senior  
Deputy Secretary for Medicaid

JMS/sc

Enclosure: SMMC LTC Case Management Caseload Report Template