

Amendment #11, AtchAA-1: Reports

** Submit Mthly/Qtrly reports by the 10th of the following month or quarter (as appropriate) if that day is a weekday; if not the next available business day.*

<u>RFP Section</u>	<u>Report</u>	<u>Submission Timeframe</u>	<u>Evidence Received/Approved By DPSCS Personnel:</u>
<u>3.58.2.1</u>	<u>Security-Incident Report (SIR)</u>	<u>within 24 hours of occurrence</u>	<u>Director of Nursing</u>
3.20.2	Meeting Agenda	at least 10 days prior to each meeting	<u>Contract Manager/Director</u>
3.20 3.55.2(3)(v)	Meeting Minutes	within five (5) days of the meeting	<u>Contract Manager/Director</u>
3.21.5.6.1	Initial Physical Inventory Report	within 20 days after current contract's expiration date	Contract Manager
3.69.3.1	Initial Utilization Report	within 60 days after contract commencement	Contract Manager
3.69.2.1	Utilization Management Report	Weekly [non pre-certified admissions only]	<u>Management Associate Contract Manager/Director</u>
3.23.2	<u>Monthly Dispensary Services-Clinic Schedule</u>	Monthly	Contract Manager <u>ACOM</u>
3.26.2.1.4 3.26.2.3.4	Infectious Disease Report	Monthly	Medical Director Director of Nursing
<u>3.3.1.1.1</u>	<u>Clinical Position (required hours) versus the Actual Clinical Position (provided hours)</u>	<u>last day of following Month</u>	<u>Contract Manager</u>
3.27.2	Periodic Physical Exam Report	by the 3rd Monday of the following month for the exams due the previous month	Contract Manager Medical Director Director of Nursing
3.26.1.1	Seven (7) Day Exam Report	Monthly	Contract Manager
3.28.5	Sick Call Log	Monthly	Director of Nursing ACOM
3.59.5 3.63.2	Continuous Quality Improvement (CQI) Report ~ Mortality Review Report ~ Serious Incident Report	Monthly	Director of Nursing SDA Multidisciplinary CQI Committee
3.30.1.2	Chronic Care Clinic Attendance <u>and Enrollee</u> Report	Monthly	Contract Manager <u>Management Associate</u> Director of Nursing
<u>3.30.1.3</u>	<u>Glaucoma and Diabetic-Retinopathy Conditions-Monitoring Report</u>	<u>Monthly</u>	<u>Director of Nursing</u>
3.30.3 3.73.1.4.3.1	Chronic Care Report	Monthly	Medical Director Director of Nursing

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<u>3.42.7</u> <u>3.42.8</u>	<u>Lab Tracking Report</u>	<u>Monthly</u>	ACOM <u>Management Associate</u> <u>Medical Director</u>
<u>3.49.1.1</u>	<u>Reportable Positive Test Results</u>	<u>Monthly</u>	<u>Contract Manager</u> <u>Medical Director</u> <u>Director of Nursing</u>
3.49.3.1 3.57.1.2	Safety and Sanitation Report	Monthly	Director of Nursing ACOM
3.49.3.4 3.49.3.8	Infectious Disease Report	Monthly	Medical Director Director of Nursing
3.69.1.2.3.2	Medicaid Assistance Eligibility Collection Status Report	Monthly	Contract Manager
3.73.1.6(5)	Administrative Remedy Procedure (ARP) Report	Monthly	Medical Director
3.21.3 3.69.2.1 3.69.4.2 3.70.1 3.70.1.1 3.70.1.2	Utilization Management Report	Monthly	Contract Manager Medical Director
<u>3.49.2.5</u>	<u>Service Delivery Area (SDA) Continuous Quality Improvement (CQI) Report</u>	<u>Monthly</u>	<u>Contract Manager</u> <u>Medical Director</u> <u>Director of Nursing</u>
3.49.3.1.2	Infectious Disease Surveillance Report (MRSA & Hepatitis)	Monthly	Director of Nursing
<u>3.56.1</u>	<u>Peer Review Report</u>	<u>Monthly</u>	<u>Medical Director</u>
3.58.2.2	Serious Incident Report-Summary (SIRS)	Monthly	Director of Nursing
3.65.1.6.1	Inmate Count in Methadone Program (upon Admission)	Monthly	Medical Director Director of Nursing
<u>3.69.1.2.3</u>	<u>Reimbursement / Direct Payments Summary Report</u>	<u>Monthly</u>	<u>Contract Manager</u>
3.73.1.2	State Stat Report	Monthly	Contract Manager or designee
3.73.1.2	Prime Contractor Paid/Unpaid MBE Invoice Report	Monthly	Contract Manager
3.72.3.1 3.59.5 3.63.2	Continuous Quality Improvement (CQI) Report ~ Mortality Review Report ~ Serious Incident Report	Quarterly	Management Associate for the Department Medical Director Director of Nursing SDA Multidisciplinary CQI Committee

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3.58.2.3	Risk Management Report <u>~ Incident Report Summary</u>	Quarterly	Director of Nursing
3.32.2.5	Security Serious Incident- Report (SIR)	Quarterly	Contract Manager ACOM
3.49.2	Infectious Disease Report	Quarterly	Contract Manager Medical Director Director of Nursing
3.58.2.3	Serious Incident Report- Summary (SIRS)	Quarterly	Director of Nursing
3.21.3	Semi-Annual Durable Medical Equipment Report	Bi-Semi-Annually <u>by January 15th and July 15th</u> <u>of each calendar year</u> by the 15th of January every- other year	Contract Manager
3.73.1.5	Peer Review Report	Bi-Semi-Annually by the 10th of January <u>and July</u> <u>of each year</u> every other year	Medical Director
3.21.5.6.2	Annual Physical Inventory Report	Annually within last thirty (30) days of each contract year; due no later than June 1 st of each year	Contract Manager
3.23.2	Dispensary Services Clinic Schedule	Annually by the 10th of January every year	Contract Manager
3.70.1.3	Annual Utilization Management Report	by July 30th for each contract year, including the final year of the contract	Medical Director
3.49.4.2	Annual In-Service Training Calendar	within thirty (30) days after the commencement of the contract and each subsequent contract year	Director of Nursing
3.51.4	"Man Down" Drill Report [Per Facility Per Year]	within thirty (30) days of the activity each contract year	Contract Manager
3.21.5.6.3	Final Physical Inventory Report	within 20 days of the end of the Contract	Contract Manager
3.77.2.1.1	Outstanding Third Party Reimbursement Requests Report	5 days prior to end of the Contract	Contract Manager

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