

**CONTRACT SECTION F, ATTACHMENT F3, CONTRACTOR CHART OF DELIVERABLES  
SMI ELIGIBILITY DETERMINATIONS - SOLARI  
EFFECTIVE OCTOBER 1, 2021**

Area	Timeframe	Report	When Due	Contract Section, Paragraph	Submitted Via
DBF/CONTRACT PURCHASING	Ad Hoc	Complete and Valid Certification of Insurance (ACORD form or approved equivalent)	Prior to Contract execution and when certificate is renewed	E,12	Email notification to AHCCCS Procurement Office
DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Quarterly	Community Education and Training Report (Utilizing Reporting Template provided by DCAIR/OIFA, Healthcare Advocacy Coordinator)	15 days after quarter end	D,5	SharePoint
DHCM/CLINICAL RESOLUTION	Semi-Annually	Grievance Report	April 15; October 15	D,8	SharePoint
DHCM/FINANCE	Ad Hoc	Overpayment	Within 30 days of when Contractor identifies an overpayment	D,17	SharePoint
DHCM/FINANCE	Annually	Contractor Audited Financial Statements by Title XIX/XXI and Non-Title XIX/XXI	120 days after the Contractors year end	D,17	SharePoint
DHCM/FINANCE	Monthly	Invoice or Contractor Expenditure Report (CER)	Within five days at the beginning of each month	D,17	SharePoint and Email to: <a href="mailto:BHSInvoices@azahcccs.gov">BHSInvoices@azahcccs.gov</a>
DHCM/OPERATIONS	Ad Hoc	Key Staff:Organizational Chart	Upon request	D,11	SharePoint
DHCM/OPERATIONS	Annually	Subcontractor Evaluation Report	Within 90 days of the start of the Contract year	D,9	SharePoint
DHCM/OPERATIONS	Monthly	Provider Submission Error Reports (Utilizing Reporting Template provided by DHCM, OCO)	15 days after month end	D,7	SharePoint
DHCM/OPERATIONS	Ad Hoc	Change in Contractor Organizational Structure	180 days prior to the effective date	E,5	SharePoint
DHCM/OPERATIONS	Ad Hoc	Changes to Contractor Processes, Plans and/or Policies	30 days prior to implementation	D,9	SharePoint
DHCM/OPERATIONS	Ad Hoc	Informational Materials/Applicant- Directed Forms or Communications	15 days prior to distribution or posting to the Contractor's website	D,5	SharePoint
DHCM/OPERATIONS	Ad Hoc	Proposed Subcontracts	60 days prior to the beginning of the subcontract	D,9	SharePoint
DHCM/OPERATIONS	Ad Hoc	Subcontracts Non-Compliance Reporting	Within 30 days of discovery	D,9	SharePoint

**CONTRACT SECTION F, ATTACHMENT F3, CONTRACTOR CHART OF DELIVERABLES  
SMI ELIGIBILITY DETERMINATIONS - SOLARI  
EFFECTIVE OCTOBER 1, 2021**

Area	Timeframe	Report	When Due	Contract Section, Paragraph	Submitted Via
DHCM/OPERATIONS	Ad Hoc	System Change Plan	Six months prior to expected implementation	D,6	SharePoint
DHCM/OPERATIONS	Ad Hoc	Attestation of Staff Completion of Cultural Competency Training	Within 90 days of hire	D,11	SharePoint
DHCM/OPERATIONS	Ad Hoc	Key Staff: Change in Availability Exceeding 30 Calendar Days	Immediately	D,11	SharePoint
DHCM/OPERATIONS	Ad Hoc	Key Staff: Changes	Immediately Within 7 days after the date of a change in Key Staff	D,11	SharePoint
DHCM/OPERATIONS	Ad Hoc	Response to AHCCCS Requests for Information	No later than 10 business days after the receipt of the request unless otherwise specified in the request	D,16	SharePoint
DHCM/OPERATIONS	Annually	Description of Training and Cultural Competency Program	Within 30 days of start of Contract year	D,11	SharePoint
DHCM/OPERATIONS	Annually	Key Staff:Organizational Chart	15 days after the start of the Contract year	D,11	SharePoint
DHCM/OPERATIONS	Annually	Attestation of Staff Completion of Cultural Competency Training	Within 30 days of start of Contract year	D,11	SharePoint
DHCM/OPERATIONS	Annually	Continuity of Operations and Recovery Plan	October 15	D,13	SharePoint
DHCM/OPERATIONS	Quarterly	SMI Eligibility Determination Report	15 days after quarter end	D,12	SharePoint
DHCM/QUALITY MANAGEMENT	Annually	Quality Management and Performance Improvement Plan and Evaluation	December 15	D,3	SharePoint
OALS	Ad Hoc	Disclosure of Information by Disclosing Entities	Upon Request and as required by: [42 CFR 455.104(c)]	D,15	SharePoint
OIG	Ad Hoc	Report of Alleged Fraud, Waste, and Abuse Involving the AHCCCS Program	Within 10 business days	D,15	AHCCCS Website: <a href="https://www.azahcccs.gov/Fraud/ReportFraud/">https://www.azahcccs.gov/Fraud/ReportFraud/</a>
OIG	Ad Hoc	Transactions Between the Contractor and a Party in Interest	Within seven business days	D,15	SharePoint

**CONTRACT SECTION F, ATTACHMENT F3, CONTRACTOR CHART OF DELIVERABLES**  
**SMI ELIGIBILITY DETERMINATIONS - SOLARI**  
**EFFECTIVE OCTOBER 1, 2021**

Area	Timeframe	Report	When Due	Contract Section, Paragraph	Submitted Via
OIG	Quarterly	Attest to Monthly Checks of Employees and Subcontractors against Exclusion Lists & Databases; Provide Names of Exclusion Lists & Databases checked; and Provide Names of Employees and Subcontractors Found on Exclusion Lists & Databases	15 days after quarter end	D,15	SharePoint