

CONTRACT SECTION F, ATTACHMENT F3, CONTRACTOR CHART OF DELIVERABLES
RBHA TITLE XIX/XXI
EFFECTIVE OCTOBER 1, 2021

| Area | Timeframe | Report | When Due | Contract Section/ Paragraph | Reference/Policy | Checklist-Template- Reporting Form | Submitted Via |
|---|-----------|--|--|--------------------------------|--|--|--|
| DBF/CONTRACT PURCHASING | Ad Hoc | **Certifications of Insurance | Within 10 days of notification of contract award and prior to commencement of any services under this Contract | E,29 | N/A | N/A | Email notification to AHCCCS Procurement Office: Procurement@azahcccs.gov |
| DBF/CONTRACT PURCHASING | Ad Hoc | **Insurance Material Change | Within 30 days of event | E,29 | N/A | N/A | Email notification to AHCCCS Procurement Office: Procurement@azahcccs.gov |
| DBF/TPL UNIT | Ad Hoc | **Third Party Liability Reporting - Other Third Party Liability Recoveries: For Determination of a Mass Tort, Total Plan Case or Joint Case | Within 10 days of discovery | D,54 | AHCCCS Technical Interface Guidelines; ACOM Policy 434 | N/A | Email, Fax, or mail submission to AHCCCS TPL Contractor (HMS) |
| DBF/TPL UNIT | Ad Hoc | **Third Party Liability Reporting -Involving Commercial Insurance Payor Sources: TPL Leads File or Via the TPL Referral Web Portal | Within 10 days of discovery | D,54 | AHCCCS Technical Interface Guidelines; ACOM Policy 434 | N/A | AHCCCS FTP to AHCCCS ISD or TPL Referral Web Portal: ecenter.hmsy.com/to AHCCCS TPL Contractor (HMS) |
| DBF/TPL UNIT | Ad Hoc | **Total Plan Case Settlement Reporting Via the Settlement Notification Form (when reporting, Contractors must use the monthly file or the ad hoc form) | Within 10 business days from the settlement date | D,54 | ACOM Policy 434 | ACOM Policy 434, Attachment A | Email, Fax, or mail submission to AHCCCS TPL Management Analyst |
| DBF/TPL UNIT | Monthly | **Total Plan Case Settlement Reporting Via Monthly File (when reporting, Contractors must use the monthly file or the ad hoc form) | 20 th day of the month | D,54 | ACOM Policy 434 | ACOM Policy 434, Attachment A | Email, Fax, or mail submission to AHCCCS TPL Management Analyst |
| DCAIR/OFFICE OF HUMAN RIGHTS | Ad Hoc | Copy of Appeal, Results of an Informal Conference, and Notices of Hearing in Appeals Concerning a Member in Need of Special Assistance | Upon Occurrence | D,9 | AMPM Policy 320-R | N/A | Secure Email to: OHRts@azahcccs.gov |
| DCAIR/OFFICE OF HUMAN RIGHTS | Ad Hoc | Grievance or Request for Investigation and Grievance/Investigation Decision Letter Concerning a Member in Need of Special Assistance | Upon Occurrence | D,9 | AMPM Policy 320-R | N/A | Secure Email to: OHRts@azahcccs.gov |
| DCAIR/OFFICE OF HUMAN RIGHTS | Ad Hoc | Notification of a Member in Need of Special Assistance | Within 5 days of meeting criteria | D,9 | AMPM Policy 320-R | N/A | AHCCCS QM Portal |
| DCAIR/OFFICE OF HUMAN RIGHTS | Ad Hoc | Notification of a Member No Longer in Need of Special Assistance | Within 10 days of no longer meeting criteria | D,9 | AMPM Policy 320-R | N/A | AHCCCS QM Portal |
| DCAIR/OFFICE OF HUMAN RIGHTS | Ad Hoc | Updates to Special Assistance Member Demographics | Within 5 business days of change | D,9 | AMPM Policy 320-R | N/A | AHCCCS QM Portal |
| DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS | Quarterly | **Peer/Recovery Support Specialist Involvement in Service Delivery | 15 days after the end of each quarter | D,5 | AMPM Policy 963 | AMPM Policy 963, Attachment A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS | Quarterly | **Roster of Peer and Family Committee Members | 15 days after the end of each quarter | D,5 | N/A | Reporting Form as provided by DCAIR, OIFA Bureau Chief | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |

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| DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS | Ad Hoc | New Peer-Run and/or Family-Run Organization Request Form | As needed | D,5 | N/A | Reporting Form as provided by DCAIR, OIFA Bureau Chief | SharePoint |
| DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS | Ad Hoc | OIFA Strategic Plan | Upon request | D,15 | N/A | N/A | SharePoint |
| DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS | Quarterly | **Credentialed Parent/Family Support Specialist Involvement in Service Delivery | 15 days after the end of each quarter | D,5 | AMP Policy 964 | AMP Policy 964, Attachment A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DGA/GRANTS | Annually | **Substance Use Treatment Program Report | July 31 | D,23 | N/A | Reporting Form as provided by DGA, Grant Manager | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DGA/GRANTS | Semi-Annually | **OUD Provider List | January 1; July 1 | D,11 | N/A | Reporting Form as Provided by the Grants Administrator | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/CLINICAL RESOLUTION | Ad Hoc | Contractor Response to AHCCCS Regarding Member Grievances (Response to Problem Resolution) | Initial two to 72 hour response as indicated by complaint urgency | D,25 | N/A | N/A | Email to the Clinical Resolution Specialist |
| DHCM/CLINICAL RESOLUTION | Ad Hoc | Survivors of Sex Trafficking Outreach Activity Results | Within seven days of notification | D,23 | N/A | N/A | Email to the Clinical Resolution Specialist |
| DHCM/EMPLOYMENT | Quarterly | Psychiatric Rehabilitation Progress Report | 15 days after the end of each quarter | D,9 | ACOM Policy 447 | ACOM Policy 447, Attachment A | SharePoint |
| DHCM/FINANCE | Ad Hoc | **Change in Contractor Organizational Structure: Automatic Clearing House (ACH) Vendor Authorization Form | 45 days prior to the effective date and commencement of operations | D,49 | ACOM Policy 317 | https://www.azahcccs.gov/PlansProviders/RatesAndBilling/FFS/directdeposit.html | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/FINANCE | Ad Hoc | Corporate Cost Allocation Plans and Adjustment in Management Fees | Prior approval required | D,50 | AHCCCS Financial Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Ad Hoc | Nursing Facility Contracted Rates for Reinsurance | 30 days after a nursing facility rate change | D,53 | AHCCCS Reinsurance Policy Manual | N/A | Email to: dhcmreinsurance@azahcccs.gov |
| DHCM/FINANCE | Ad Hoc | Performance Bond or Bond Substitute | 30 days after notification from AHCCCS or upon self-identification of needed increase | D,43 | ACOM Policy 305 | N/A | Mail or hand-delivered sealed originals to DHCM Finance |
| DHCM/FINANCE | Ad Hoc | Physician Incentives: Contractual Arrangements with Substantial Financial Risk | 45 days prior to implementation of the contract | D,41 | N/A | N/A | SharePoint |
| DHCM/FINANCE | Ad Hoc | Proposed Rates and Adjustments | 60 or 90 days in Advance of Implementation (refer to Contract Section D) | D,26; D,50 | N/A | N/A | SharePoint |
| DHCM/FINANCE | Ad Hoc | Provider Payment Arrangements/Encounter Monitoring | Upon Request | D,60 | AHCCCS Financial Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Ad Hoc | Related Parties or Affiliates Advances, Loans, Loan Guarantees, Investments, Profit Sharing, or Equity Distributions | 30 days prior to disbursement of funds | D,46 | AHCCCS Financial Reporting Guide | N/A | Email notification to DHCM Finance Manager |
| DHCM/FINANCE | Annually | **Audited Financial Information for Controlling Entity | 120 days after the Contractor's Fiscal Year End | D,47 | AHCCCS Financial Reporting Guide | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/FINANCE | Annually | **Contract Year Annual Supplement | November 29 | D,47 | AHCCCS Financial Reporting Guide | AHCCCS Financial Reporting Guide | SharePoint (Submit one Deliverable for all Lines of Business under the ACC Deliverable in SharePoint) |
| DHCM/FINANCE | Annually | **Draft Audit Financial Reporting Package | 90 days after Contractor's Fiscal Year end | D,47 | AHCCCS Financial Reporting Guide | N/A | SharePoint (Submit one Deliverable for all Lines of Business under the ACC Deliverable in SharePoint) |

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| DHCM/FINANCE | Annually | **Final Audit Financial Reporting Package | 120 days after Contractor's Fiscal Year end | D,47 | AHCCCS Financial Reporting Guide | N/A | SharePoint (Submit one Deliverable for all Lines of Business under the ACC Deliverable in SharePoint) |
| DHCM/FINANCE | Annually | Administrative Cost Allocation Plan | August 1 | D,36 | AHCCCS Financial Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Annually | APM Strategies Certification (Final), Structured Payment File, and APM Indicator | April 30 (19 months of the end of the measurement year) | D,47 | ACOM Policy 307 | ACOM Policy 307, Attachment B | Email notification to DHCM Value Based Purchasing Analyst |
| DHCM/FINANCE | Annually | APM Strategies Certification (Initial) | April 1 of the measurement year | D,47 | ACOM Policy 306; ACOM Policy 307 | ACOM Policy 307, Attachment B | Email notification to DHCM Value Based Purchasing Analyst |
| DHCM/FINANCE | Annually | APM Strategies Certification (Interim), Structured Payment File, and APM Indicator | June 30 after the end of the measurement year | D,47 | ACOM Policy 307 | ACOM Policy 307, Attachment B | Email notification to DHCM Value Based Purchasing Analyst |
| DHCM/FINANCE | Annually | Capitation Rate Setting Actuarial Data Request | Two weeks after request | D,51 | N/A | N/A | FTP Server with email notification to DHCM/Finance: Managed_Care_Finance@azahcccs.gov |
| DHCM/FINANCE | Annually | Community Reinvestment Plan | November 30 | D,51 | AHCCCS Financial Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Annually | Community Reinvestment Report | June 30 following the contract year end | D,51 | AHCCCS Financial Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Annually | Draft Audit Financial Adjustments (Flat File) | 90 days after the Contractor's Fiscal Year End | D,47 | AHCCCS Financial Reporting Guide | N/A | FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint) |
| DHCM/FINANCE | Annually | Draft Audit Financial Information for Contractor (Flat File) | 90 days after the Contractor's Fiscal Year End | D,47 | AHCCCS Financial Reporting Guide | N/A | FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint) |
| DHCM/FINANCE | Annually | Final Audit Financial Adjustments (Flat File) | 120 days after the Contractor's Fiscal Year End | D,47 | AHCCCS Financial Reporting Guide | N/A | FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint) |
| DHCM/FINANCE | Annually | Final Audit Financial Information for Contractor (Flat File) | 120 days after the Contractor's Fiscal Year End | D,47 | AHCCCS Financial Reporting Guide | N/A | FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint) |
| DHCM/FINANCE | Annually | Medical Loss Ratio Report and Attestation | April 1 following the Contract Year end | D,47 | AHCCCS Financial Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Annually | Nursing Facility Contracted Rates for Reinsurance | October 1 | D,53 | AHCCCS Reinsurance Policy Manual | N/A | Email to: dhcmreinsurance@azahcccs.gov |
| DHCM/FINANCE | Annually | Performance Bond | 30 days prior to performance bond expiration | D,43 | ACOM Policy 305 | ACOM Policy 305, Attachment A | Mail or Hand-Delivered to DHCM Finance Manager |
| DHCM/FINANCE | Annually | Performance Bond Attestation | October 1 | D,43 | ACOM Policy 305 | ACOM Policy 305, Attachment A | Mail or Hand-Delivered to DHCM Finance |
| DHCM/FINANCE | Annually | Performance Measure and MLR Report | March 15 (2.5 months after the end of the measurement year) | D,50 | ACOM Policy 307 | ACOM Policy 307, Attachment C and Attachment D | Email Notification to the DHCM Value Based Purchasing Analyst |

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| DHCM/FINANCE | Quarterly | **Financial Reporting Package for Medicare D-SNP LOB | 60 days after the end of each quarter: (Oct - Dec: Due March 1) (Jan - March: Due May 30) (Apr - June: Due August 29) (July - Sept: Due Nov 29) If AHCCCS certified, the quarterly deliverable for Oct-Dec is due March 1st, if licensed through the Arizona Department of Insurance and Financial Institutions then the annual filing at March 31st is required and we do not require the quarterly Oct-Dec report at March 1st report. | D,47 | AHCCCS Financial Reporting Guide | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/FINANCE | Quarterly | **Premium Tax Reporting | March 15; June 15; September 15; December 15 | D,50 | ACOM Policy 304 | https://insurance.az.gov/insurers/taxes/ahcccs-contractor | SharePoint |
| DHCM/FINANCE | Quarterly | Cost Avoidance Savings Recovery Report | 45 days after the reporting quarter: (Oct - Dec: Due Feb 14) (Jan - March: Due May 15) (Apr - June: Due August 14) (July - Sept: Due Nov 14) | D,54 | AHCCCS Program Integrity Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Quarterly | Financial Reporting Package | 45 days after the end of each quarter: (Oct - Dec: Due Feb 14) (Jan - March: Due May 15) (Apr - June: Due August 14) (July - Sept: Due Nov 14) | D,47 | AHCCCS Financial Reporting Guide | N/A | SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA deliverable in SharePoint) |
| DHCM/FINANCE | Quarterly | FQHC Member Information | 60 days after the end of each quarter: (Oct - Dec: Due March 1) (Jan - March: Due May 30) (Apr - June: Due August 29) (July - Sept: Due Nov 29) | D,33 | AHCCCS Financial Reporting Guide | N/A | SharePoint |
| DHCM/FINANCE | Quarterly | Unaudited Financial Information for Contractor (Flat File) | 45 days after the end of each quarter: (Oct - Dec: Due Feb 14) (Jan - March: Due May 15) (Apr - June: Due August 14) (July - Sept: Due Nov 14) | D,47 | AHCCCS Financial Reporting Guide | N/A | FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and Submit as one Deliverable in SharePoint) |
| DHCM/FINANCE | Quarterly | Verification of Receipt of Paid Services | 15th day after the end of the quarter that follows the reporting quarter; (Oct-Dec: Due April 15)(Jan-March: Due July 15)(April-June: Due Oct 15) (July-Sept: Due Jan 15) | D,50 | ACOM Policy 424 | ACOM Policy 424, Attachment A | SharePoint |
| DHCM/HOUSING | Quarterly | Supportive Housing Report | 15 days after the end of each quarter | D,11 | N/A | N/A | SharePoint |
| DHCM/MCH/EPST | Ad Hoc | **AHCCCS Certificate of Necessity for Pregnancy Termination & AHCCCS Verification of Diagnosis by Contractor for Pregnancy Termination Requests | Within 10 days of identification | D,9 | AMP Policy 410 | AMP Policy 410, Attachment C and Attachment D | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MCH/EPST | Ad Hoc | Pregnancy Termination Report | Within 10 days of identification | D,9 | AMP Policy 410 | AMP Policy 410, Attachment E | SharePoint |
| DHCM/MCH/EPST | Ad Hoc | Sterilization Reporting | Within 10 days of identification | D,9 | AMP Policy 420 | AMP Policy 420, Attachment B | SharePoint |
| DHCM/MCH/EPST | Ad Hoc | Stillbirth Supplement Request | Within six months from the delivery date | D,9 | AMP Policy 410 | AMP Policy 410, Attachment B | SharePoint |

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| DHCM/MCH/EPST | Annually | **Dental Program Plan (inclusive of Work Plan and Work Plan Evaluation) | July 30 | D,9 | AMP Policy 431 | AMP Policy 431, Attachment B | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MCH/EPST | Annually | **EPST Program Plan (inclusive of Work Plan and Work Plan Evaluation) | July 30 | D,9 | AMP Policy 430 | AMP Policy 430, Attachment F | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MCH/EPST | Annually | **Maternity and Family Planning Services Program Plan (inclusive of Work Plan and Work Plan Evaluation) | July 30 | D,30 | AMP Policy 420 | AMP Exhibit 2A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MCH/EPST | Quarterly | EPST and Adult Monitoring Report (SMI) | Suspended | D,23 | AMP Policy 430 | AMP Appendix A | SharePoint |
| DHCM/MCH/EPST | Semi-Annually | Number of Pregnant Women who are HIV/AIDS-Positive | 30 days after the reporting periods of: [10/1 through 3/31] & [4/1 through 9/30] | D,9 | AMP Policy 410 | AMP Policy 410, Attachment A | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Ad Hoc | Catastrophic Reinsurance Request | Within 30 days for a newly enrolled member to plan or newly diagnosed | D,53 | AHCCS Reinsurance Policy Manual | AHCCS Reinsurance Form - Request for Catastrophic Reinsurance: https://www.azahcccs.gov/PlansProviders/HealthPlans/Reinsurance/Letter and Supporting Medical Documentation | Right Fax |
| DHCM/MEDICAL MANAGEMENT | Ad Hoc | Changes to Interventions and Parameters to Contractor's Exclusive Pharmacy and/or Single Prescriber Process | 30 days prior to implementation | D,23 | AMP Policy 310-FF; AMP Policy 1025 | AMP Policy 1025, Attachment A | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Ad Hoc | Mental Health Parity Deficiencies Report | Within five business days of identifying the deficiency | D,11 | ACOM Policy 110 | Reporting Form as provided by DHCM, Medical Management Manager | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Ad Hoc | PASRR Packet Including Invoice | Ad Hoc | D,9 | AMP Policy 680-C | AMP Policy 680-C, Attachment A, Attachment B, and Attachment C | Email to: PASRRProgram@azahcccs.gov |
| DHCM/MEDICAL MANAGEMENT | Ad Hoc | Transplant Reinsurance Request | Within 30 days of the first component of the transplant | D,53 | AHCCS Reinsurance Policy Manual | AHCCS Reinsurance Form - Request for Transplant Reinsurance: https://www.azahcccs.gov/PlansProviders/HealthPlans/Reinsurance/ | Right Fax |
| DHCM/MEDICAL MANAGEMENT | Annually | **High Cost Behavioral Health Report | December 15-(for July-June 30 timeframe) | D,23 | N/A | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MEDICAL MANAGEMENT | Annually | **Medical Management Program Plan (inclusive of Work Plan and Work Plan Evaluation) | July 30 | D,23 | AMP Policy 1010 | AMP Policy 1010, Attachment A and Attachment B | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MEDICAL MANAGEMENT | Annually | **Transplant Reinsurance Crossover Member List | By October 30 of each contract year | D,53 | AHCCS Reinsurance Policy Manual | Request for Catastrophic Reinsurance Form Letter and Member List Template | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Annually | Documentation Supporting Compliance with Mental Health Parity | August 15 | D,11 | ACOM Policy 110 | Reporting Form as provided by DHCM, Medical Management Manager | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Annually | Drug Utilization Review | 30 days after receipt of the questions from AHCCS | D,22 | N/A | N/A | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Annually | **Catastrophic Reinsurance and Crossover Member List | By October 30 of each contract year | D,53 | AHCCS Reinsurance Policy Manual | Request for Catastrophic Reinsurance Form Letter and Member List Template | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Monthly | 24 Hours Post Medical Clearance ED Report | 15 days after the end of each month | D,23 | AMP Policy 1021 | AMP Policy 1021, Attachment B | SharePoint |

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| DHCM/MEDICAL MANAGEMENT | Quarterly | **DME Service Delivery Reporting | 90 days after the end of the quarter (e.g., April-June due October 1) | D,26 | AMPMP Policy 310-P | AMPMP Policy 310-P, Attachment A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MEDICAL MANAGEMENT | Quarterly | **Inpatient Hospital Showings Report | 15 days after the end of each quarter | D,23 | AMPMP Policy 1020 | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MEDICAL MANAGEMENT | Quarterly | **Transplant Log | 15 days after the end of each quarter | D,23 | AHCCCS Reinsurance Policy Manual | AHCCCS Reinsurance Manual, Reinsurance Form, Quarterly Transplant Log | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/MEDICAL MANAGEMENT | Quarterly | Justice System Reach-in Monitoring Report | 15 days after the end of each quarter | D,23 | AMPMP Policy 1022 | AMPMP Policy 1022, Attachment A | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Quarterly | Pharmacy and/or Prescriber - Member Assignment Report | 15 days after the end of each quarter | D,23 | AMPMP Policy 310-FF; AMPMP Policy 1025 | AMPMP Policy 1025, Attachment A | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Quarterly | NOA Self-Audit Scores and Executive Summary | 45 days after the end of each quarter | D,23 | ACOM Policy 414 | Reporting Form as provided by DHCM, Medical Management Manager | SharePoint |
| DHCM/MEDICAL MANAGEMENT | Semi-Annually | **Emergency Department Diversion Summary | April 15; October 15 | D,23 | AMPMP Policy 1021 | AMPMP Policy 1021, Attachment C | SharePoint |
| DHCM/MEDICAL MANAGEMENT (PHARMACY DIRECTOR) | Annually | Drug Utilization Review Survey | June 1 | D,22 | N/A | N/A | SharePoint |
| DHCM/NETWORK | Ad Hoc | **Appointment Availability Review Methods | 30 days prior to implementation of the proposed method | D,32 | ACOM Policy 417 | ACOM Policy 417, Attachment A | SharePoint |
| DHCM/NETWORK | Ad Hoc | **Proposed Alternative Multi-Specialty Interdisciplinary Care Providers | 60 days prior to implementation | D,26 | ACOM Policy 436 | N/A | SharePoint |
| DHCM/NETWORK | Ad Hoc | **Provider/Network Changes Due to Rates Report | Within 30 days of identification of a provider change due to rates | D,28 | ACOM Policy 415 | ACOM Policy 415, Attachment D | SharePoint |
| DHCM/NETWORK | Ad Hoc | Material Change to Provider Network | 60 days prior to expected implementation of the change | D,28 | ACOM Policy 439 | ACOM Policy 439, Attachment A | SharePoint |
| DHCM/NETWORK | Ad Hoc | Request for Exception to Network Standards | Immediately upon identification | D,26 | ACOM Policy 436 | N/A | SharePoint |
| DHCM/NETWORK | Ad Hoc | Unexpected Material Change to Provider Network – Analysis | Within one week of the 'Unexpected Material Change to Provider Network – Notification | D,28 | N/A | N/A | SharePoint |
| DHCM/NETWORK | Ad Hoc | Unexpected Material Change to Provider Network – Notification | Within one business day | D,28 | N/A | N/A | SharePoint |
| DHCM/NETWORK | Annually | **Provider Network Development and Management Plan | November 15 | D,72 | ACOM Policy 415 | ACOM Policy 415, Attachment B | SharePoint |
| DHCM/NETWORK | Quarterly | **Appointment Availability Review | 15 days after the end of each quarter | D,32 | ACOM Policy 417 | N/A | SharePoint |
| DHCM/NETWORK | Quarterly | Mobile Crisis Team Reporting | 15 days from the end of the previous quarter: Quarter 1: January 15 Quarter 2: April 15 Quarter 3: July 15 Quarter 4: October 15 | D,28 | ACOM Policy 436 | ACOM Policy 436, Attachment B | SharePoint |
| DHCM/NETWORK | Quarterly | Therapeutic Foster Care, Adult Behavioral Health Therapeutic Home, and Adult Foster Care Report | 45 days after the end of each quarter | D,28 | ACOM Policy 415 | ACOM Policy 415, Attachment G | SharePoint |
| DHCM/NETWORK | Semi-Annually | **Minimum Network Requirements Verification Template | April 30; October 30 | D,27 | ACOM Policy 436 | ACOM Policy 436, Attachment A | SharePoint |
| DHCM/NETWORK | Semi-Annually | Provider Affiliation Transmission (PAT) | April 15; October 15 | D,27 | AHCCCS Provider Affiliation Transmission Manual | N/A | FTP server with Email notification to DHCM Network Administrator |
| DHCM/OFFICE OF WORKFORCE DEVELOPMENT | Annually | **Network Workforce Development Plan | November 15 | D,26 | ACOM Policy 407 | ACOM Policy 407, Attachment A | SharePoint |

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| DHCM/OPERATIONS | Ad Hoc | **Administrative Services Subcontractor Non-Compliance Reporting | Within 30 days of discovery | D,36 | ACOM Policy 438 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Administrative Services Subcontracts | 60 days prior to the beginning date of the subcontract | D,36 | ACOM Policy 438 | ACOM Policy 438, Attachment A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Change in Contractor Organizational Structure: Notification | 180 days prior to the effective date | D,49 | ACOM Policy 317 | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/OPERATIONS | Ad Hoc | **Change in Contractor Organizational Structure: Transition Plan Final Documents | 90 days prior to the effective date | D,49 | ACOM Policy 317 | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/OPERATIONS | Ad Hoc | **Change in Contractor Organizational Structure: Transition Plan Initial Documents | 180 days prior to the effective date | D,49 | ACOM Policy 317 | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/OPERATIONS | Ad Hoc | **Completed Change in Contractor Organizational Structure: Documents Required after AHCCCS Approval | Within 120 days of the completed Change in Contractor Organizational Structure | D,49 | ACOM Policy 317 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Contractor Request to Add Organizations to Attachment A, Organizations Recognized by AHCCCS | 30 days prior to intended use | D,17 | ACOM Policy 404 | ACOM Policy 404, Attachment A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **ID Cards Requiring AHCCCS Approval | 45 days prior to dissemination | D,17 | ACOM Policy 433 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Key Staff: Contact Information Change | Within one business day of the change | D,15 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Key Staff: Key Position Change | Within 7 days of learning of resignation | D,15 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Key Staff: Notification of Moving Functions Out of State | 60 days prior to proposed change | D,15 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Requests for Changes to Dental Prior Authorization Requirements | As Identified | D,9 | AMPM Policy 431 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | **Requests for Changes to Uniform Warranty Requirements | As Identified | D,9 | AMPM Policy 431 | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/OPERATIONS | Ad Hoc | **Social Networking Applications Listing with URLs | Within 30 days of any changes | D,17 | ACOM Policy 425 | ACOM Policy 425, Attachment A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Claim Recoupments >12 Months from Original Payment | Upon identification by Contractor | D,51 | ACOM Policy 412 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Data Processes for Recoupments | 120 days from receipt of approval | D,51 | ACOM Policy 412 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Independent Audits of Claims Payment/Health Information Systems | Upon request by AHCCCS | D,59 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Material Change to Business Operations | 60 days prior to expected implementation of the change | D,42 | ACOM Policy 439 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Member Information Materials | 15 days prior to release | D,17 | ACOM Policy 404 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Non-AHCCCS Required Survey Notification | 15 days prior to conducting the survey | D,18 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Non-AHCCCS Required Survey Results | 45 days after the completion | D,18 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Notification of Change to Website, Member Handbook, and/or Formulary URL | Within one business day | D,17 | ACOM Policy 404 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Provider Advances, Loans, Loan Guarantees, or Investments | 10 days prior to disbursement of funds | D,46 | ACOM Policy 418 | N/A | SharePoint |

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| DHCM/OPERATIONS | Ad Hoc | Repayment of Advances, Loans, Loan Guarantees, or Investments | Upon completion of repayment or six months from date of AHCCCS approval, whichever comes first | D,46 | ACOM Policy 418 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Single Claim Recoupments >\$50,000 | 30 days prior to initiating the recoupment, or earlier if the information is available | D,51 | ACOM Policy 412 | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | System Change Plan | Six months prior to expected implementation | D,60 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Ad Hoc | Telephone Performance Measures | 15 days after the month of non-compliance | D,24 | ACOM Policy 435 | ACOM Policy 435, Attachment A | SharePoint |
| DHCM/OPERATIONS | Annually | **Administrative Services Subcontractor Evaluation Report | Within 90 days of the start of the Contract Year | D,36 | ACOM Policy 438 | ACOM Policy 438, Attachment B | SharePoint |
| DHCM/OPERATIONS | Annually | **Continuity of Operations and Recovery Plan Summary | 15 days after the start of the Contract Year | D,69 | ACOM Policy 104 | ACOM Policy 104, Attachment A | SharePoint |
| DHCM/OPERATIONS | Annually | **Cultural Competency Plan Assessment | 45 days after the start of the Contract Year | D,19 | ACOM Policy 405 | ACOM Policy 405, Attachment A | SharePoint |
| DHCM/OPERATIONS | Annually | **Key Staff: Organization Chart, Functional Organization Chart, Listing of All Key Staff Information | 15 days after the start of the Contract Year | D,15 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Annually | **Language Access Plan | 45 days after the start of the Contract Year | D,17 | ACOM Policy 405 | ACOM Policy 405, Attachment A | SharePoint |
| DHCM/OPERATIONS | Annually | **Member Information Attestation Statement | 45 days after the start of the Contract Year | D,17 | ACOM Policy 404 | ACOM Policy 404, Attachment C | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/OPERATIONS | Annually | **Social Networking Attestation and Applications Listing with URLs | Within 90 days of the start of the Contract Year | D,17 | ACOM Policy 425 | ACOM Policy 425, Attachment A | SharePoint |
| DHCM/OPERATIONS | Annually | **Tribal Coordinator Report | November 1 | D,23 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Annually | **Website Certification | 45 days after the start of the Contract Year | D,17 | ACOM Policy 404 | ACOM Policy 404, Attachment B | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/OPERATIONS | Annually | Member Handbook | August 1 | D,17 | ACOM Policy 406 | ACOM Policy 406, Attachment A | SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under Title XIX/XXI RBHA Deliverable in SharePoint) |
| DHCM/OPERATIONS | Annually | Member Handbook (Final Approved Version) | On or before the start of the contract year | D,17 | ACOM Policy 406 | ACOM Policy 406, Attachment A | SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under Title XIX/XXI RBHA Deliverable in SharePoint) |
| DHCM/OPERATIONS | Annually | PBM Subcontract | April 1 | D,36 | N/A | N/A | SharePoint |
| DHCM/OPERATIONS | Monthly | **Corrected Pended Encounter Data | Monthly, according to established schedule | D,60 | AHCCCS Encounter Manual | N/A | FTP server |
| DHCM/OPERATIONS | Monthly | **New Day Encounter | Monthly, according to established schedule | D,60 | AHCCCS Encounter Manual | N/A | FTP Server |
| DHCM/OPERATIONS | Monthly | Claims Dashboard | 15 th day of the month following the reporting period | D,37 | AHCCCS Claims Dashboard Reporting Guide | N/A | SharePoint |
| DHCM/OPERATIONS | Monthly | Crisis Call Report | 15 days after month end | D,9 | N/A | N/A | SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and Submit as one Deliverable in SharePoint) |

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| DHCM/OPERATIONS | Monthly | Grievance and Appeal System Report | First day of the 2nd month following the month being reported | D,25 | AHCCCS Grievance and Appeal System Reporting Guide | N/A | SharePoint |
| DHCM/OPERATIONS | Quarterly | **Encounter Submission and Tracking | 15 days after the end of each quarter | D,60 | AHCCCS Encounter Manual | N/A | FTP server |
| DHCM/OPERATIONS | Quarterly | **Plan Overrides | 15 days after the end of each quarter | D,60 | AHCCCS Encounter Manual | https://www.azahcccs.gov/PlansProviders/HealthPlans/encounters.html | FTP server |
| DHCM/OPERATIONS | Quarterly | **Plan Voids | 15 days after the end of each quarter | D,61 | AHCCCS Encounter Manual | N/A | FTP server |
| DHCM/OPERATIONS | Quarterly | Telephone Performance Measures | 15th day of the month following the reporting quarter | D,24 | ACOM Policy 435 | ACOM Policy 435, Attachment A | SharePoint |
| DHCM/OPERATIONS | Semi-Annually | **Member Newsletter | 30 days prior to intended publication date | D,17 | ACOM Policy 404 | N/A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/QUALITY IMPROVEMENT | Ad Hoc | **Physician Incentives: Contractor-Selected and/or Developed Pay for Performance Initiative | Prior approval required | D,41 | N/A | N/A | SharePoint |
| DHCM/QUALITY IMPROVEMENT | Ad Hoc | Accreditation Status – Receipt, Renewal, or Loss | Within 15 calendar days of notification or receipt | D,22 | N/A | N/A | SharePoint |
| DHCM/QUALITY IMPROVEMENT | Ad Hoc | AHCCCS-Mandated PIP Report Updates (including required AHCCCS-Mandated PIP Final Reports) | As requested/required by AHCCCS | D,22 | AMP Policy 980 | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |
| DHCM/QUALITY IMPROVEMENT | Ad Hoc | Contractor Self-Selected PIP Report Updates | As requested by AHCCCS | D,22 | AMP Policy 980 | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |
| DHCM/QUALITY IMPROVEMENT | Ad Hoc | Immunization Audit | As requested by AHCCCS | D,22 | AMP Policy 430 | Reporting Form as provided by DHCM, Quality Improvement Manager | FTP Server with Email Notification to DHCM Quality Improvement Manager |
| DHCM/QUALITY IMPROVEMENT | Annually | AHCCCS-Mandated PIP Reports – Baseline or Remeasurement (Reflective of CY 2021 Measurement Period) | July 15 | D,22 | AMP Policy 980 | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |
| DHCM/QUALITY IMPROVEMENT | Annually | Contractor Self-Selected PIP Reports - Baseline, Remeasurement, or Final (Reflective of CY 2021 Measurement Period) | July 15 | D,22 | AMP Policy 980 | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |
| DHCM/QUALITY IMPROVEMENT | Annually | Contractor's Best Practices and Follow Up on Previous Year's EQR Report Recommendations (Reflective of Activities occurring during CYE 2021) | December 1 | D,22 | AMP Policy 920 | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |
| DHCM/QUALITY IMPROVEMENT | Annually | QM/PI Program Plan (inclusive of Work Plan and Work Plan Evaluation) | July 30 | D,22 | AMP Policy 920 | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |

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| DHCM/QUALITY IMPROVEMENT | Quarterly | Performance Measure Monitoring Report - Reflective of Year to Date Performance | April 30; July 30; October 30 | D,22 | AMPMP Policy 920; AMPMP Policy 970 | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Actions Reported to the National Provider Data Bank (NPDB) or a Regulatory Board | Within one business day of decision for formal action to be taken in accordance with AMPMP Chapter 900 | D,22 | AMPMP Policy 960 | N/A | Secure email notification to DHCM Quality Management at: CQM@azahcccs.gov |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Adverse Action Reporting and Rationale for the Adverse Action (Including Limitations and Terminations) of decision for formal action to be taken in accordance with Chapter 900 requirements | Within one business day of awareness | D,22 | AMPMP Policy 960 | N/A | Secure email notification to DHCM Quality Management at: CQM@azahcccs.gov |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Advisement of Sentinal Incidents, Accidents, and Deaths | Within one business day of awareness | D,22 | AMPMP Policy 961 | N/A | Secure Email to DHCM Quality Management at: CQM@azahcccs.gov |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Communication of Adverse Action to Provider | Within one business day | D,22 | AMPMP Policy 950 | N/A | Secure Email to DHCM Quality Management at: CQM@azahcccs.gov |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Credentialing and Re-Credentialing Denials | Within one business day | D,22 | AMPMP Policy 950 | N/A | Secure Email to DHCM Quality Management at: CQM@azahcccs.gov |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Health and Safety On-Site Review | Within 24 hours of completing the review | D,22 | AMPMP Policy 960 | AMPMP Policy 960, Attachment C | Secure Email to DHCM Quality Management at: CQM@azahcccs.gov |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Incident, Accident, and Death Reports (IAD/IRF) | Within one business day of awareness for Sentinal IAD's and within two business days of awareness for all others | D,22 | AMPMP Policy 961 | N/A | AHCCCS QM Portal |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Notification of Sentinel, High Profile and/or Potential Media-Coverage incidents | Within 24 hours of awareness | D,22 | AMPMP Policy 961 | N/A | Secured email notification to Quality Management at CQM@azahcccs.gov with cc to DHCM Clinical Administrator as appropriate |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | QOC Resolution Report | As specified in AMPMP Policy 960 | D,22 | AMPMP Policy 960 | N/A | AHCCCS QM Portal with QM Portal notification to assigned DHCM QM Coordinator |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Redacted IAD,IRF and QOC Documents Involving a Behavioral Health Provider Serving SMI, Children, and anyone Under COE or COT | Within three days of Contractor review or completion of IAD/IRF/QOC process | D,22 | AMPMP Policy 960 | N/A | AHCCCS QM Portal |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | Redacted S&R Individual Reports Concerning All Enrolled Individuals Receiving Services From A Behavioral Health Provider | Within three days of Contractor review or completion of IAD/IRF/QOC process | D,22 | AMPMP Policy 962 | AMPMP Policy 962, Attachment A | AHCCCS QM Portal |
| DHCM/QUALITY MANAGEMENT | Ad Hoc | S&R Individual Reports Concerning All Enrolled Individuals | Within three days of Contractor receipt | D,22 | AMPMP Policy 962 | AMPMP Policy 962, Attachment A | AHCCCS QM Portal |
| DHCM/QUALITY MANAGEMENT | Annually | **Contractor Monitoring Summary | December 15 | D,22 | AMPMP Policy 910 | N/A | SharePoint |
| DHCM/QUALITY MANAGEMENT | Quarterly | **Credentialing Report | 30 days after the end of each quarter | D,22 | AMPMP Policy 950 | AMPMP Policy 950, Attachment A | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/QUALITY MANAGEMENT | Quarterly | IRR Metrics and Evidence of Completed IRR Activities | 45 days after the end of each quarter | D,22 | N/A | As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html | SharePoint |

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| DHCM/SYSTEMS OF CARE | Ad Hoc | **Behavioral Health Residential Facility Medical Necessity Criteria | As changes are made to criteria | D,9 | AMP Policy 320-V | N/A | SharePoint |
| DHCM/SYSTEMS OF CARE | Ad Hoc | **Copy of each Collaborative Protocol and MOU with System Stakeholders | Within 30 days of a change | D,23 | N/A | N/A | SharePoint |
| DHCM/SYSTEMS OF CARE | Ad Hoc | **Out of State Placement Initial Notification | Prior to placement or upon notification of placement | D,9 | AMP Policy 450 | N/A | AHCCCS QM Portal |
| DHCM/SYSTEMS OF CARE | Ad Hoc | **Out of State Placement Progress Update | Every 30 days following initial placement | D,9 | AMP Policy 450 | N/A | AHCCCS QM Portal |
| DHCM/SYSTEMS OF CARE | Ad Hoc | Behavioral Health Clinical Chart Audit Methodology | Suspended | D,11 | AMP Policy 940 | N/A | SharePoint |
| DHCM/SYSTEMS OF CARE | Annually | **Provider Case Management Plan | December 15 | D,11 | AMP Policy 570 | AMP Policy 570, Attachment A | SharePoint |
| DHCM/SYSTEMS OF CARE | Annually | ABHTH Placement Medical Necessity Criteria | December 15 | D,9 | AMP Policy 320-X | N/A | SharePoint |
| DHCM/SYSTEMS OF CARE | Annually | SMI Targeted Services Report | May 15 | D,11 | N/A | Reporting Form as provided by DHCM/Systems of Care, Integrated Care Administrator | SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint) |
| DHCM/SYSTEMS OF CARE | Annually | TFC Placement Medical Necessity Criteria | December 15 | D,9 | AMP Policy 320-W | N/A | SharePoint |
| DHCM/SYSTEMS OF CARE | Monthly | **AzSH Monitoring Report | 15 days after the end of the month | D,11 | AMP Policy 1021 | AMP Policy 1021, Attachment D | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/SYSTEMS OF CARE | Monthly | **Outpatient Commitment COT Monitoring | 15 days after month end | D,9 | AMP Policy 320-U | Reporting Form as Provided by DHCM, Integrated Care Manager | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| DHCM/SYSTEMS OF CARE | Monthly | **Psychiatric Security Review Board (PSRB)/Guilty Except Insane (GEI) Conditional Release Report | 5th day of the following month | D,23 | AMP Policy 1021 | AMP Policy 1021, Attachment A | SharePoint |
| DHCM/SYSTEMS OF CARE | Quarterly | Behavior Analysis Benefit Report | 15 days after the end of each quarter | D,11 | N/A | Reporting Form as provided by DHCM, Integrated Care Administrator | SharePoint |
| DHCM/SYSTEMS OF CARE | Semi-Annually | Behavioral Health Clinical Chart Audit Findings and Summary Report | Suspended | D,11 | AMP Policy 940 | Reporting Form as provided by DHCM, Clinical Quality Project Manager | SharePoint |
| DMPS/MEMBER CONTACT AND DATA UNIT | Ad Hoc | AHCCCS Notification to Waive Medicare Part D Co-Payments | Immediately upon identification | D,56 | ACOM Policy 201 | ACOM Policy 201, Attachment A | Email to: mcdmembersescalations@azahcccs.gov |
| OALS | Ad Hoc | Change in Contractor Organizational Structure: Disclosure of Ownership and Control and Disclosure of Information on Persons Convicted of a Crime Information | No later than 35 days after any change | D,58 | ACOM Policy 103; ACOM Policy 317 | ACOM Policy 103, Attachment A and Attachment A1 | SharePoint |
| OALS | Ad Hoc | State Fair Hearing Request Documentation: Claim Dispute Request | No later than five business days from receipt of the hearing request | F,Att F2 | ACOM Policy 445 | ACOM Policy 445, Attachment A | FTP server |
| OALS | Ad Hoc | State Fair Hearing Request Documentation: Expedited Member Appeal Request | No later than one business day from receipt of the expedited hearing request | F,Att F1 | ACOM Policy 445 | ACOM Policy 445, Attachment A | FTP server |
| OALS | Ad Hoc | State Fair Hearing Request Documentation: Standard Member Appeal Request | No later than five business days from receipt of the hearing request | F,Att F1 | ACOM Policy 445 | ACOM Policy 445, Attachment A | FTP server |
| OALS | Annually | Disclosure Information: Disclosure of Ownership and Control and Disclosure of Information on Persons Convicted of a Crime including Attestation | October 1 | D,58 | ACOM Policy 103 | ACOM Policy 445, Attachment A | SharePoint |

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| OALS | Quarterly | Non-Title XIX/XXI and SMI Grievance and Appeal Report | 30 days after quarter end | D,25 | ACOM Policy 444; ACOM Policy 446 | ACOM Policy 103; Attachment A and Attachment A1 | SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint) |
| ODA | Ad Hoc | **Corporate Compliance: CMS Compliance Issues Related to HIPAA Transaction and Code Set Complaints or Sanction | Immediately upon discovery | D,58 | N/A | Reporting Form as provided by BHGA, Unit Administrator | SharePoint |
| ODA | Ad Hoc | IMD Placement Exceeding 15 Days | Within one business day of identification | D,9 | ACOM Policy 109 | N/A | Email to: IMDPlacement@azahcccs.gov |
| ODA | Ad Hoc | Medical Records or Supporting Documentation | As specified in the requesting letter | D,20 | AHCCCS Data Validation User Manual | N/A | FTP Server |
| ODA | Annually | **AHCCCS Security Rule Compliance Report | June 1 | D,60 | ACOM Policy 108 | ACOM Policy 109, Attachment A | FTP server |
| OIG | Ad Hoc | Corporate Compliance: Exclusions Identified Regarding Persons Convicted of a Crime | Immediately upon identification | D,58 | ACOM Policy 103 | N/A | SharePoint |
| OIG | Ad Hoc | Corporate Compliance: External Auditing Schedule-Changes | Within seven days of change | D,58 | ACOM Policy 103 | N/A | SharePoint |
| OIG | Ad Hoc | Recovered Overpayment | Within 10 days of recovered overpayment | D,58 | ACOM Policy 103 | N/A | SharePoint |
| OIG | Ad Hoc | Report of Alleged Fraud, Waste, Abuse of the AHCCCS Program | Within 10 calendar days | D,58 | ACOM Policy 103 | N/A | AHCCCS Website: www.azahcccs.gov/Fraud/ReportFraud/ |
| OIG | Ad Hoc | Transactions Between the Contractor and a Party in Interest | Within seven business days | D,58 | ACOM Policy 103 | ACOM Policy 103, Attachment A and Attachment A1 | SharePoint |
| OIG | Annually | **Corporate Compliance Plan | 15 days after the start of the Contract Year | D,58 | ACOM Policy 103 | ACOM Policy 103, Attachment B | SharePoint (Submit one deliverable for all lines of business under the ACC Contract in SharePoint) |
| OIG | Semi-Annually | Corporate Compliance: Audit Report | January 15; July 15 | D,58 | ACOM Policy 103 | N/A | SharePoint |
| OIG | Semi-Annually | Corporate Compliance: External Audit Plan/Schedule | November 1; May 1 | D,58 | ACOM Policy 103 | ACOM Policy 103, Attachment C | SharePoint |