# Attachment D: Reports and Deliverables

The following reports and deliverables are due from Insurer to FHKC by the dates indicated in the chart below. This chart is not an exhaustive list of reports and deliverables required by the Contract. In the event of any conflict between Attachment D and the Contract, the Contract supersedes.

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| **Report/Deliverable Name** | **Contractual Reference** | **Frequency and Due Dates** |
| Implementation plan | 12.3 | One-time; within five (5) Business Days of Contract execution |
| Premium rate adjustment request package | 2.10.1 | Annually; July 1 |
| Prohibited affiliations disclosure | 3.4 | Annually; January 15 |
| Ownership and control disclosures | 3.7 | Upon Contract execution, renewal or extension  Within thirty-five (35) Calendar Days of any change in ownership |
| Conflict of interest disclosure form | 3.9 | Within five (5) Business Days of Insurer’s receipt of executed Contract  Within ten (10) Business Days after becoming aware of any potential conflicts of interest  Annually; January 15 |
| Lobbying disclosure | 3.10 | Upon Contract execution  Annually; January 15 |
| Proof of insurance coverage | 3.13 | Within ten (10) Business Days of Contract execution  Annually; December 31 or by certificate of insurance expiration date |
| Subcontractor requests | 4 | Date established in approved implementation plan  90 Calendar Days prior to proposed effective date |
| Subcontractor monitoring schedule | 4.2 | Date established in approved implementation plan  Annually; December 1 |
| Subcontractor contingency plan | 4.2 | Date established in approved implementation plan  Upon submission of new Subcontractor requests |
| NIST compliant information security risk assessment attestation | 5 | One-time; January 31, 2021 |
| Audited financial statements | 9.1 | Annually; July 1 |
| Other coverage liability report | 9.4.2 | Monthly; by the 15th |
| MLR report | 9.5.1 | Quarterly; see section 9-5-1 for specific dates |
| Annual MLR report | 9.5.1 | Annually; July 1 |
| Experience adjustment report | 9.5.2 | Annually; December 31, beginning on December 31, 2021 |
| SOC 2 Type II | 11.1 | Date established in approved implementation plan  Annually; date required by FHKC |
| Account management team contact information | 12.4 | Upon Contract execution |
| Key experience metrics report | 12.6 | Quarterly; by the 15th of the second month following the reporting quarter. |
| Contract termination transition plan | 12.8 | 90 Calendar Days’ prior to Contract termination |
| Quarterly marketing event report | 17.7 | Quarterly; 15th of the month following the reporting quarter |
| Annual marketing event report | 17.7 | Annually; February 28 |
| Enrollment file discrepancy report | 18.5 | Monthly; 5 Business Days after receipt of supplemental enrollment file |
| Enrollee rights policies | 19 | Date established in approved implementation plan |
| Cultural competency plan | 20 | Date established in approved implementation plan  Annually; November 1 |
| Parity assessment | 22.2 | Date established in approved implementation plan |
| Lifetime limit report | 22.3 | Monthly; 5th of the month following the reporting month |
| Disease and case management report | 22.9 | Quarterly; by the 15th of the second month following the reporting quarter. |
| Transition of care policy | 22-10 | Date established in approved implementation plan |
| Grievances and Appeals Report | 23 | Quarterly; 15th of the month following the reporting quarter |
| Network add/term report | 24.1 | Monthly; 5th of the month following the reporting month |
| Electronic health record meaningful use report | 24.5.2 | Annually; July 1, beginning July 1 2021 |
| FQHC/RHC report | 24.7 | Quarterly; 15th of the month following the reporting quarter |
| IHCP report | 24.8 | Quarterly; 15th of the month following the reporting quarter |
| Adequate capacity to serve | 24.9 | Upon Contract execution  Annually; July 1  Upon significant change in Insurer’s operations |
| Geographic network access report | 24.9.1 | Quarterly; by the 15th of the second month following the reporting quarter. |
| Service area exemption reports | 24.9.2 | Quarterly; 20th of the month following the reporting quarter |
| Claims payment address(es) | 24.12.1 | Date established in approved implementation plan |
| Claims processing report | 24.12.1 | Quarterly; 15th of the month following the reporting quarter |
| Capitated arrangements report | 24.12.2 | Annually; February 1 |
| Provider overpayment report | 24.12.3 | Annually; July 1 |
| Fraud and Abuse policies | 25 | Date established in approved implementation plan |
| Fraud and Abuse report | 25 | Quarterly; 15th of the month following the reporting quarter |
| Accreditation report | 26.1 | Date established in approved implementation plan  Annually; December 15 |
| Quality Improvement Plan | 26.2 | Date established in approved implementation plan  Annually; July 1 |
| Quality Improvement Plan Assessment | 26.2 | Annually; July 1, beginning Jul 1, 2021 |
| Encounter and claims data | 33 | Quarterly; see section 33 for specific dates |
| Attestation organizational chart | 34 | Upon Contract execution; within 1 week of any changes |
| Encounter data attestation | 34 | Concurrent with submission of encounter data |
| MLR-related attestation | 34 | Concurrent with submission of documentation FHKC may use to determine Insurer’s compliance with MLR requirements |
| Financial solvency-related attestation | 34 | Concurrent with submission of documentation FHKC may use to determine Insurer has made adequate provision against the risk of insolvency |
| Availability and accessibility of services attestation | 34 | Concurrent with submission of documentation related to Insurer’s compliance with requirements for availability and accessibility of services, including Provider network adequacy |
| Ownership and control disclosures attestation | 34 | Concurrent with submission of documentation |
| Annual overpayment recoveries report attestation | 34 | Concurrent with submission of annual overpayment recoveries report |