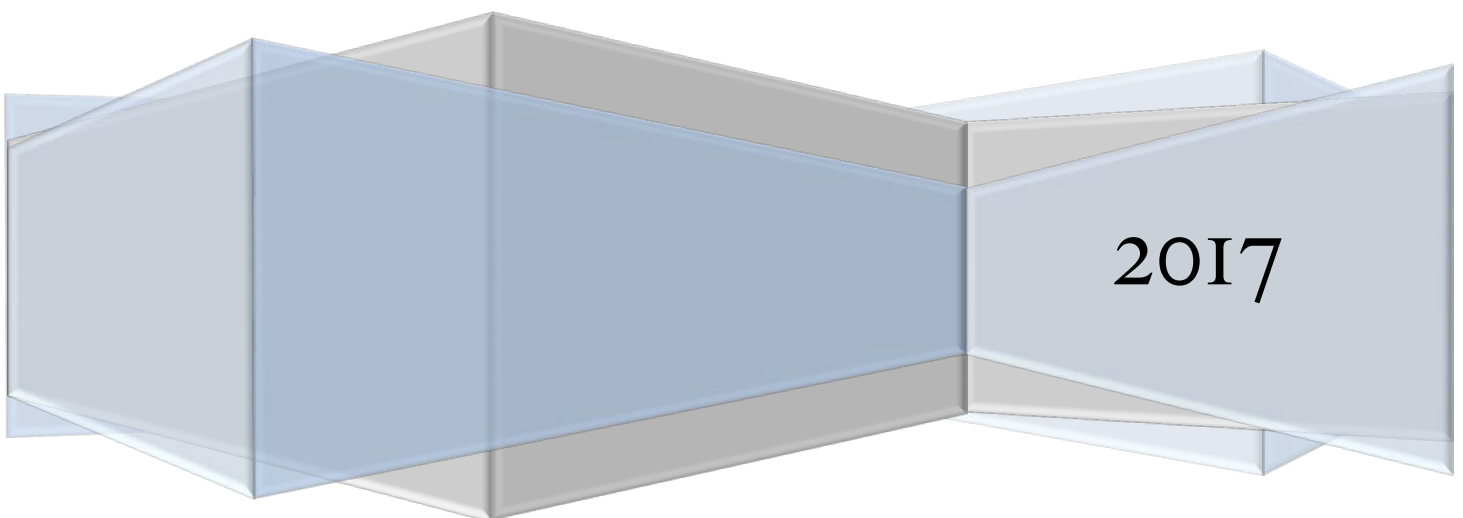




**Medicare-Medicaid Plan (MMP)
Service Authorization Requests,
Appeals and Grievances (SARAG)
Program Area Pilot
Audit Process and Data Request**



MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot Audit Process and Data Request

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Audit Purpose and General Guidelines

1. **Purpose:** To evaluate performance in the three areas outlined in this protocol related to MMP service authorization requests, appeals and grievances. This will include the assessment of medical, behavioral health, substance use, and long term services and supports (LTSS) services. The Centers for Medicare & Medicaid Services (CMS) will perform its audit activities using these instructions (unless otherwise noted).
2. **Review Period:** The review period will be the 3 month period preceding, and including, the date of the audit engagement letter. For example, if the MMP receives the audit engagement letter on July 5, 2017, then the audit review period would be April 5, 2017- July 5, 2017. CMS reserves the right to expand the review period to ensure sufficient universe size.

Note: The audit review period for the MMP Call Logs (MCL) universe (Table 12) is the 4-week period preceding, and including the date of the audit engagement letter.

3. **Timing of the MMP SARAG Audit:** Organizations that have both MMP contracts and Medicare Advantage (MA) or Medicare Advantage Prescription Drug (MAPD) contracts, the audit will occur over three weeks instead of the two weeks required for typical MA and Part D program audits. The SARAG audit will occur during week 2 after the Organization Determination, Appeal, and Grievance audit is conducted. Fieldwork will be extended from 2 to 3 weeks to account for the execution of MMP protocols.
4. **Audit Process and Data Request document layout:** This document has been generalized to apply to MMPs in multiple states. Auditors will evaluate MMPs in accordance with state-specific compliance standards and terminology set forth in the contract between the MMP, State, and CMS, heretofore referred to as the contract. Where the contracts across states use varied terminology to label similar concepts, this document will reference unified terms applicable to all MMPs and provide definitions of those terms to ensure clarity.
5. **Responding to Documentation Requests:** The MMP is expected to present its supporting documentation during the audit and take screen shots or otherwise upload the supporting documentation, as requested, to the secure site using the designated naming convention and within the timeframe specified by the CMS Audit Team.
6. **MMP Disclosed Issues:** MMPs will be asked to provide a list of all disclosed issues of non-compliance that are relevant to the program areas being audited and may be detected during the audit. A disclosed issue is one that has been reported to CMS prior to the receipt of the engagement letter. Issues identified by CMS through on-going monitoring or other account management/oversight activities during the plan year are not considered disclosed.

MMPs must provide a description of each disclosed issue as well as the status of correction and remediation using the Pre-Audit Issue Summary template. This template is due within 5 business days after the receipt of the audit engagement letter. The MMP's contract management team (CMT) Medicare representative, otherwise referred to as Account Manager, will review the summary to validate that "disclosed" issues were known to CMS prior to receipt of the audit engagement letter. These are the "disclosed" issues that are reported to the CMT in the region that includes the state where the MMP is issued.

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When CMS determines that a disclosed issue was promptly identified, corrected (or is actively undergoing correction), and the risk to members has been mitigated, CMS will not apply the Immediate Corrective Action Required (ICAR) condition classification to that condition.

7. **Impact Analysis (IA)**: When a condition is cited, an impact analysis must be submitted as requested by CMS. The impact analysis must identify all members subjected to or impacted by the issue of non-compliance. MMPs will have up to 10 business days to complete the requested impact analysis templates. CMS may validate the accuracy of the impact analysis submission(s). In the event an impact analysis cannot be produced, CMS will report that the scope of non-compliance could not be fully measured and impacted an unknown number of members across all contracts audited.
8. **Calculation of Score**: CMS will determine if each condition cited is an Observation (0 points), Corrective Action Required (CAR) (1 point), or an ICAR (2 points). Invalid Data Submission (IDS) conditions will be cited when a MMP is not able to produce an accurate universe within 3 attempts. IDS conditions will be worth one point.

Note: During the pilot period, the MMP-SARAG program area results will not be included in the overall audit score, but review results will be attached as an addendum to the final audit report. MMPs will still be required to submit necessary documentation as a result of any audit findings.

9. **Informing MMP of Results**: CMS will provide daily updates regarding conditions discovered that audit day (unless the case has been pended for further review). CMS will provide a preliminary summary of its findings at the exit conference. The CMS Audit team will do its best to be as transparent and timely as possible in its communication of audit findings. Also, MMPs will receive a draft audit report which they may formally comment on and then a final report will be issued after consideration of MMP comments on the draft.

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MMP SARAG Terminology

1. **Definitions**: Throughout this document, some terms have been standardized such that they may be applied to MMPs operating in any state. For the purposes of ease of readability and conciseness, the following definitions apply to the below terms included in this document:
 - **Service Authorization Request**: A request for the provision of a covered service submitted by the MMP member/ authorized representative.
 - **Plan Level Appeal**: An appeal to the MMP for the provision of a covered service submitted by the MMP member/authorized representative after the MMP has initially denied the authorization or continuation of the service in whole or part.
 - **State Fair Hearing**: A state based appeal process external to the MMP that reviews MMP member/ authorized representative appeals for Medicaid services for which the MMP has denied or reduced coverage or payment. For NY MMPs, the State Fair Hearing refers to the appeals process overseen by the Integrated Administrative Hearings Office (IAHO), which reviews member/ authorized representative appeals for both Medicare and Medicaid services.
 - **Grievance**: A complaint from the MMP member/authorized representative related to any aspect of the MMP's or MMP providers' operations other than a Service Authorization Request or appeal.

For the audit, the MMP will be evaluated in accordance with the terminology definitions set forth in the contract between the MMP, State, and CMS.

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Universe Preparation & Submission

1. **Responding to Universe Requests:** SARAG universes include requests by MMP members, their providers, and their authorized representatives for covered services, and/or payment for such services. Additionally, SARAG universes should include prescription drugs processed under Medicare Part B, but will exclude all other prescription drugs. The total number of universes that the MMP will submit for the SARAG program area depends on the applicable contract state. Appendix A of this document includes each SARAG universe record layout, which specifies the data content and format of each universe required, whether the universe would not apply to MMPs that have contracts with a particular state, and other criteria.

The MMP is expected to provide accurate and timely universe submissions within 15 business days of the engagement letter date. CMS may request a revised universe if data issues are identified. The resubmission request may occur before and/or after the entrance conference depending on when the issue was identified. MMPs will have a maximum of 3 attempts to provide complete and accurate universes, whether these attempts all occur prior to the entrance conference or they include submissions after the entrance conference. However, 3 attempts may not always be feasible depending on when the data issues are identified and the potential for impact to the audit schedule. When multiple attempts are made, CMS will only use the last universe submitted.

If the MMP fails to provide accurate and timely universe submissions twice, CMS will document this as an observation in the audit report. After the third failed attempt, or when the MMP determines after fewer attempts that they are unable to provide an accurate universe within the timeframe specified during the audit, the MMP will be cited an IDS condition relative to each element that cannot be tested, grouped by the type of case.

2. **Pull Universes:** The universes collected for this program area test whether the MMP has deficiencies related to timeliness, clinical decision making and grievances in the area of SARAG. The MMP will provide universes of all of its service authorization requests (standard and expedited), all plan level appeals (standard and expedited), requests for provider payment, all external appeals cases that required effectuation (i.e., State Fair Hearings, Independent Review Entity (IRE), Administrative Law Judge (ALJ), Medicare Appeals Council (MAC) overturns), all standard and expedited grievances, as well as a call log of all calls received by the sponsor from MMP members or their representatives relating to their benefits

Instructions for what should be included in each universe are listed above the record layout tables in Appendix A. For each respective universe, the MMP should include all cases that match the description for that universe. The universes of sponsors with multiple MMP contracts should include all MMP contracts as identified in the audit engagement letter (e.g., all standard service authorization requests for all MMP contracts in your organization).

The universes should be 1) all inclusive, regardless of whether the request was determined to be favorable, partially favorable, unfavorable, auto-forwarded and 2) submitted in the appropriate record layout as described in Appendix A. Please note that for audit purposes, partially favorable decisions are treated as denials. These record layouts include:

- Table 1: MMP Standard Service Authorization Requests (MSSAR)

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- Table 2: MMP Expedited Service Authorization Requests (MESAR)
- Table 3: MMP Provider Requests for Payment (M_Claims)
- Table 4: MMP Standard Plan Level Appeals (MSPLA)
- Table 5: MMP Expedited Plan Level Appeals (MEPLA)
- Table 6: MMP State Fair Hearings Decisions Requiring Effectuation (M_SFHEFF)
- Table 7: MMP IRE Cases Requiring Effectuation (M_IREEFF)
- Table 8: MMP IRE Payment Cases Requiring Effectuation (M_IREClaimsEFF)
- Table 9: MMP ALJ and MAC Cases Requiring Effectuation (M_ALJMACEFF)
- Table 10: MMP Standard Grievances (MGRV_S)
- Table 11: MMP Expedited Grievances (MGRV_E)
- Table 12: MMP Call Logs (MCL)

3. **Submit Universes to CMS:** MMPs should submit each universe in the Microsoft Excel (.xlsx) file format with a header row (or Text (.txt) file format without a header row) following the record layouts shown in Appendix A, Tables 1-12. If a sponsor has multiple MMPs, the sponsor should submit its SARAG universes in whole and not separately for each MMP contract.
4. **Timeliness Tests:** CMS will run the tests indicated below on each universe except for Tables 3 and 6. For the effectuation tests, auditors will determine percentage of timely cases from the MMP's approvals (favorable cases). For the notification timeliness tests, auditors will determine the percentage of timely cases from a full universe of approvals and denials.

TABLE #	RECORD LAYOUT	UNIVERSE	TIMELINESS TEST
1	MSSAR	MMP Standard Service Authorization Requests	Notification of decision
2	MESAR	MMP Expedited Service Authorization Requests	Notification of decision
3	M_Claims	Timeliness will not be assessed for Table 3 of the MMP universes.	
4	MSPLA	MMP Standard Plan Level Appeals	Effectuation
			Notification of decision
5	MEPLA	MMP Expedited Plan Level Appeals	Effectuation
			Notification of decision
6	M_SFHEFF	Timeliness will not be assessed for Table 6 of the MMP universes.	

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TABLE #	RECORD LAYOUT	UNIVERSE	TIMELINESS TEST
7	M_IREEFF	MMP IRE Cases Requiring Effectuation (Medicare services only)	Effectuation
8	M_IREClaimsEFF	MMP IRE Payment Cases Requiring Effectuation (Medicare services only)	Effectuation
9	M_ALJMACEFF	MMP ALJ and MAC Cases Requiring Effectuation (Medicare services only)	Effectuation
10	MGRV_S	MMP Standard Grievances	Notification of decision
11	MGRV_E	MMP Expedited Grievances	Notification of decision

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Audit Elements

I. Timeliness – Service Authorization Requests, Appeals and Grievances (TSARAG) (Performed via webinar prior to the entrance conference, results communicated to MMP during live portion of the audit)

1. **Select Sample Cases:** CMS will randomly select 5 cases from record layouts 1 through 11 for a total of 55 cases.¹
2. **Verify Universe Submission:** Prior to the live portion of the audit, CMS or its contractor, when applicable, will schedule a separate webinar with the MMP to verify that the dates and times provided in the SARAG universe submissions are accurate. The MMP should have available the information and documents necessary to demonstrate that the dates and times provided in the record layouts were accurate. The MMP will need access to the following documents during the live webinar and CMS may request the MMP to produce screenshots of any of the following:

2.1. For service authorization requests or plan level appeals:

- Original service authorization or plan level appeal request. Letters, emails or documentation confirming the MMP's receipt of the request:
 - If request was received via fax/mail/email, copy of original request including date/time stamp of receipt.
 - If request was received via phone, copy of Customer Service Representative (CSR) notes and/or documentation of call including date/time stamp of call and call details.
- Description of the service/benefit requested from the provider/physician, member or member's authorized representative...
- Notices, letters, call logs or other documentation showing the MMP requested additional information (if applicable) from the requesting provider/physician, including date, time, and type of communication. If the request was made via phone call, copy of the call log detailing what was communicated to the physician/provider.
- All supplemental information submitted by the requesting provider/physician or member, including documentation showing when information was received by the MMP.
 - If information was received via fax/mail/email, copy of original request including date/time stamp of receipt.
 - If information was received via phone, copy of CSR notes and/or documentation of call including date/time stamp of call and call details.
- Documentation of case review steps including name and title of final reviewer; rationale for denial; any reference to CMS guidance, Federal Regulations, clinical criteria, peer reviewed literature (where allowed), the contract, and MMP member documents (e.g., Evidence of Coverage (EOC)); or any other documentation used when considering the request.
- Documentation of effectuation including approval in service authorization requests/ appeals systems and evidence of effectuation in the MMP's claims adjudication system, clearly showing date and time override was entered.
- Documentation showing approval notification to the member and/or their representative and physician/provider, as applicable.
 - If written decision letter was given, copy of the written decision letter and documentation of date/time letter was printed and mailed.
 - If oral notification was given, copy of CSR notes and/or documentation of call including date/time of call.

¹ Tables 7 and 8 are not applicable to NY MMPs. Therefore, the TSARAG review for NY MMPs will include 45 cases.

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- Records indicating that payments were made/issued, such as claims payment records.
- Documentation showing denial notification to the member and/or their representative and provider/physician, if applicable:
 - If written decision letter was given, copy of written decision letter and documentation of date/time letter was printed and mailed;
 - If oral notification was given, copy of CSR notes and/or documentation of call including date/time of call.
- If applicable, all documentation to support the MMP's decision to process an expedited request under the standard timeframe, including any pertinent medical documentation, and any associated notices provided to the member and the requesting provider/physician.
- If a plan level appeals case involving a Medicare benefit was upheld, include the following:
 - Documentation showing when the MMP auto-forwarded the request to the IRE. (Not applicable to NY MMPs)
 - NY MMPs only: Documentation showing the MMP auto-forwarded the request to the IAHO. NOTE: This applies to both Medicare and Medicaid services.

2.2. State Fair Hearings, IRE, ALJ or MAC Overturns

- Copy of overturn notice from the State Fair Hearing Entity, IRE, ALJ, or MAC, including date/time stamp of receipt by the MMP.
- Documentation of effectuation, including evidence of effectuation in MMP claims system clearly showing date/time the override was entered.
- Copy of effectuation notice to IRE, including sent date/time stamp.
- Screen print of all claims for the requested service after approval date
 - If denied, explanation why the service was denied (i.e., exceeds authorized number of visits).
 - If there are no claims for service after date of effectuation, narrative explaining member has not attempted to receive the service since the date of effectuation and a screen print showing all claims for members since date of effectuation.

3. **Apply Compliance Standards:** At a minimum, CMS will evaluate cases against the following criteria. CMS may review factors not specifically addressed in these questions if it is determined that there are other related SARAG requirements not being met.

3.1. Universe Accuracy Standard: CMS will test 11 universes by confirming the data through the 5 selected cases (55 total cases). The integrity of the universe will be questioned if the timeliness data on more than 1 of the 5 selected sample cases observed during the audit does not match the data provided in the universe. If this occurs, CMS will request a new universe to test data accuracy for that universe. MMPs will be expected to produce the new universe prior to the live portion of the audit per CMS instructions. If the MMP cannot produce an accurate universe after three submissions, CMS will cite all applicable IDS conditions relative to timeliness.

3.1.1. Are the dates and times observed during the webinar in the MMP's systems consistent with the universe submission?

3.2. Calculate Universe Timeliness: CMS or its contractor, when applicable, will then calculate the applicable timeliness tests as identified in the contract, and Medicare and Medicaid regulations and guidance. Some universes will have three types of timeliness tests performed: one for effectuation of approvals, one for IRE/IAHO auto-forwards, and one for notification of all requests. Other universes may only have one or no timeliness test performed. **Record Layouts 3 and 6 will not be included in the universe timeliness calculation.** For each timeliness test in

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the universe, the number of late cases will be divided by the total number of cases applicable for that test in each universe. For instance, for effectuation of standard service authorization requests, all approvals that were effectuated untimely will be divided by all approvals in the universe. Once the percentage of late cases is determined, CMS will calculate the percentage of timely cases (100% - % late cases) and apply the compliance threshold for that test.

For sponsors with multiple MMP contracts, the timeliness calculations will be applied in accordance with the timeliness requirements applicable to the individual MMP contracts.

CMS has determined 3 timeliness thresholds that apply to every test in each universe. MMPs/sponsors that fall at or above the first threshold will generally not be cited a condition. MMPs that fall within the second threshold will generally be cited for a corrective action required (CAR) for unmet timeliness requirements. MMPs falling below the third threshold may be cited an immediate corrective action (ICAR) for unmet timeliness requirements.

3.2.1. Are the MMP's universes timely in accordance with the CMS compliance standards referenced in the contract and applicable Medicare and Medicaid regulations and guidance?

4. **Inform MMP of Results:** CMS will inform the MMP of the results of its analysis for each of the universes supplied during the live audit portion of the review; including if any conditions will be cited, and if so which condition(s).

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II. Appropriateness of Clinical Decision-Making & Compliance with SARA Processing Requirements

1. **Select Sample Cases:** CMS will select a targeted sample of 40 cases total that appear clinically significant from service authorization requests, payment requests, plan level appeals, State Fair Hearing overturns, and IRE/ALJ/MAC overturns record layouts (Appendix A, Tables 1 through 9). CMS will ensure, to the extent possible, that the sample set is representative of various medical, behavioral health, substance use, and LTSS cases. CMS will select the sample set from the universe categories as follows:

- 10 service authorization requests (denied²), standard and expedited
- 10 plan level appeals (denied²), standard and expedited
- 2 provider payment requests (1 approved, 1 denied²)
- 5 IRE/ALJ/MAC overturns³
- 5 State Fair Hearings overturns
- 4 service authorization request approvals (standard and expedited); and
- 4 plan level appeal approvals (standard and expedited)

For sponsors with multiple MMP contracts, CMS may sample cases from any of the MMP contracts and will select a total sample of 40 cases.

2. **Review Sample Case Documentation:** CMS will review all sample case file documentation for proper notification and clinical appropriateness of the decision. The MMP will need access to the following documents during the live webinar and CMS may request the MMP to produce screenshots of any of the following:

2.1 For service authorization requests, payment requests, or plan level appeals:

- Original service authorization, payment, or plan level appeals request.
- Integrated Notice of Action, if the appeal was filed in relation to a benefit that involved an Adverse Action.
- Letters, emails or documentation confirming the MMP's receipt of the request:
 - If request was received via fax/mail/email, copy of original request.
 - If request was received via phone, copy of CSR notes and/or documentation of call.
- Description of the benefit requested from the provider/physician or the member.
- Notices, letters, call logs or other documentation showing the MMP requested additional information (if applicable) from the requesting provider/physician, including type of communication. If the request was made via phone call, copy of the call log detailing what was communicated to the physician/provider.
- All supplemental information submitted by the requesting provider/physician or member.
 - If information was received via fax/mail/email, copy of original request.
 - If information was received via phone, copy of CSR notes and/or documentation of call.
- Documentation of case review steps including name and title of final reviewer; rationale for denial; any reference to CMS guidance, Federal Regulations, State Regulations, the contract,

² For audit purposes, partially favorable decisions are treated as denials.

³ The IRE and ALJ are not part of the NY MMP appeal process. If the NY MMP does not have 5 MAC overturns, CMS will select up to 5 additional State Fair Hearings overturns to reach the total 40 cases sampled for this element.

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- clinical criteria, peer reviewed literature (where allowed), and MMP documents (e.g., EOC); or any other documentation used when considering the request.
- Documentation of effectuation including approval in service authorizations/plan level appeals and evidence of effectuation in MMP's claims adjudication system.
 - Documentation of continued provision of service in the event that the member is due aid pending appeal.
 - Documentation showing approval notification to the member and/or their representative and physician/provider, as applicable.
 - If oral notification was given, copy of the written decision letter;
 - If oral notification was given, copy of CSR notes and/or documentation of call.
 - Records indicating that payments were issued to the provider.
 - Documentation showing denial notification to the member and/or their representative and provider/physician, if applicable:
 - Copy of written decision letter;
 - If oral notification was given, copy of CSR notes and/or documentation of call.
 - If applicable, all documentation to support the MMP's decision to process an expedited request under the standard timeframe, including any pertinent medical documentation, and any associated notices provided to the member and the requesting provider/physician.
 - For cases involving Medicare services where the MMP upheld its adverse decision or was untimely in its decision, include the following:
 - Documentation showing the MMP auto-forwarded the request to the IRE. (Not applicable to NY MMPs.)
NY MMPs only: Documentation showing the MMP auto-forwarded the request to the IAHO. NOTE: This applies to both Medicare and Medicaid services.

2.2 For State Fair Hearings, IRE, ALJ or MAC Overturns:

- Copy of overturn notice from the State Fair Hearing, IRE, ALJ, or MAC.
- Documentation of effectuation, including evidence of effectuation in MMP claims system.
- Documentation of continued provision of the service in the event that the member is due aid pending appeal. (Applicable to plan level appeals, State Fair Hearing appeals, and for certain IRE auto-forward cases if required in the contract.)
- Copy of effectuation notice to IRE (IRE overturn only).
- Screen print of all claims for the requested service after approval date
 - If denied, explanation why the benefit was denied (i.e., exceeds authorized number of visits).
 - If there are no claims for service after date of effectuation, narrative explaining member has not attempted to receive the service since the date of effectuation and a screen print showing all claims for members since date of effectuation.

3. **Apply Compliance Standard:** At a minimum, CMS will evaluate cases against the following criteria. CMS may review factors not specifically addressed in these questions if it is determined that there are other related SARAG requirements not being met.

3.1 Clinical Appropriateness/Approvals:

- 3.1.1 Was appropriate notification provided to the member (or representative) and provider/physician, if applicable? (i.e., correct notice and approval language understandable for the member).

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- 3.1.2. If a representative received the response, was an appointment of representative (AOR), or other conforming instrument, on file?
- 3.1.3. Did the MMP appropriately consider clinical information and comply with CMS coverage requirements?
- 3.1.4. Did the MMP make reasonable and diligent efforts to obtain all medical records and other pertinent documentation within the required timeframes?
- 3.1.5. Did the MMP effectuate the request in its system?

3.2 Clinical Appropriateness/Denials:

- 3.2.1 Was appropriate notification provided to the member (or representative) and provider/physician, if applicable? (e.g., the notification includes correct notice and denial language understandable to the member, and if applicable, appeal rights for non-contract providers, the right to request a State Fair Hearing for denied Medicaid services; the right to continue to receive Medicaid services pending a plan level appeal decision, IRE, or State Fair Hearing decision, how to request the continuation of benefits)
- 3.2.2. If a representative received the response, was an appointment of representative (AOR), or other conforming instrument, on file?
- 3.2.3. Did the MMP make reasonable and diligent efforts to obtain all medical records and other pertinent documentation within the required timeframes?
- 3.2.4. Was the service authorization request reviewed by the appropriate personnel?
- 3.2.5. Was the plan level appeal reviewed by the appropriate personnel?
- 3.2.6. When making a determination, did the MMP appropriately consider clinical information and comply with CMS coverage requirements?
- 3.2.7. For cases involving Medicare services where the MMP upheld its adverse decision or was untimely in its decision, did the MMP forward the case to the IRE properly and within the required timeframe? (For NY MMPs- Did the NY MMP forward cases involving upheld adverse decisions or untimely decisions to the IAHO?)
- 3.2.8. Documentation showing the member was notified his or her case had been forwarded to the IRE for review, including a copy of the notification letter.
- 3.2.9. If care or services were provided by a contract provider or for covered services, was the member held harmless from balance billing?
- 3.2.10. Did the member get a clinically equivalent or alternate service, if applicable?
- 3.2.11. If the member qualified for aid pending appeal during the plan level appeal, did the member receive the appropriate services?

- 4. **Sample Case Results:** CMS will test each of the 40 cases. If CMS requirements are not met, conditions (findings) are cited. If CMS requirements are met, no conditions (findings) are cited.

NOTE: Cases and conditions may have a one-to-one or a one-to-many relationship. For example, one case may have a single condition or multiple conditions of non-compliance.

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III. Grievances and Misclassification of Requests

1. **Select Sample Cases:** CMS will select a targeted sample of 10 total grievances: 7 from the standard grievances record layout and 3 from the expedited grievances record layout (Appendix A, Tables 10 and 11). If the MMP does not have enough expedited grievances, the auditors will sample additional cases from the standard grievance universe. CMS will also select a targeted sample of 10 calls from the MMP Call Log universe (Table 12). For sponsors with multiple MMP contracts, CMS may sample cases from any of the MMP contracts.
2. **Review Sample Case Documentation:** CMS will review all sample case file documentation to determine that grievances were appropriately classified and that the notification properly addressed the issue raised in the grievance. CMS will also review call logs to determine that incoming calls were appropriately classified as either service authorizations, plan level appeals, or grievances. The MMP will need access to the following documents or audio files during the live webinar and CMS may request the MMP to produce screenshots or transcripts of any of the following:

2.1. For Grievances:

- Initial Complaint:
 - If complaint was received via fax/mail/email, copy of original complaint including date/time stamp of receipt;
 - If complaint was received via phone, copy of CSR notes and/or documentation of call including date/time of call and call details.
- Any documentation explaining the issue.
- Where applicable, copy of all notices, letters, call logs, or other documentation showing when the MMP acknowledged receipt of the grievance to the member, and/or requested additional information from the member and/or their representative, including the date and time of the acknowledgement. If the request was made via phone call, copy of the CSR notes and/or documentation of call, as well as what was communicated to the member.
- Documentation of all supplemental information submitted by member and/or their representative:
 - If information was received via fax/mail/email, copy of documentation provided including date/time stamp of receipt;
 - If information was received via phone, copy of CSR notes and/or documentation of call including date/time of call and call details.
- Documentation showing the steps the MMP took to resolve the issue and a description of the final resolution. Documentation showing the steps the MMP took to resolve the issue may include, but is not limited to, appropriate correspondence with other departments within the organization; referral to the MMP's fraud, waste, and abuse department; and outreach to providers.
- Documentation showing the MMP's investigation, follow-up steps, and description of the final grievance outcome. Include all notices, letters, and member communications.
- Documentation showing resolution notification to the member and/or their representative:
 - If written decision letter sent, copy of decision letter and documentation of date/time letter was printed and mailed.
 - If oral notification was given, copy of CSR notes and/or documentation of call including date/time stamp.
- For quality of care grievances processed internally: provide documentation that supports that an investigation and appropriate follow up (including issuance of written notice) took place.

2.2 For Call Logs:

- Initial call record:
 - Date and time call received

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- Copy of Customer Service Representative (CSR) notes and/or documentation of call details
 - Documentation explaining the call issue(s)
 - Call log audio files (recorded calls)
 - Documentation of how the call was processed, routed, or handled
 - If the call was classified as a grievance:
 - Copy of grievance case file
 - Copy of all notification sent to the member concerning the grievance
 - Documentation of resolution of issue
 - If the call was classified as a service authorization request or plan-level appeal:
 - Copy of service authorization or plan level appeal case file
 - Dates and times request was initiated
 - Documentation of case file notes
 - Any notification sent to the member of the resolution
 - If the call was classified as an inquiry:
 - Any follow-up done, if applicable.
 - Call notes, dates and times of the call
3. **Apply Compliance Standard:** At a minimum, CMS will evaluate cases against the following criteria. CMS may review factors not specifically addressed in these questions if it is determined that there are other related SARAG requirements not being met.
- 3.1. **Was the grievance or call correctly classified, and, if not, was it transferred to the appropriate process?**
- 3.2. **For grievances, did the grievance notification appropriately address all issues raised in the complaint?**
4. **Sample Case Results:** CMS will test each of the 20 cases (10 grievances and 10 calls). If CMS requirements are not met, conditions (findings) are cited. If CMS requirements are met, no conditions (findings) are cited.

NOTE: Cases and conditions may have a one-to-one or a one-to-many relationship. For example, one case may have a single condition or multiple conditions of non-compliance.

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Appendix

Appendix A—Service Authorization Requests, Appeals, and Grievances (SARAG) Record Layout

The universes for the Service Authorization Requests, Appeals, and Grievances (SARAG) program area must be submitted as a Microsoft Excel (.xlsx) file with a header row reflecting the field names (or Text (.txt) file without a header row). Do not include additional information outside of what is dictated in the record layout. Submissions that do not strictly adhere to the record layout will be rejected.

Please use a comma (,) to separate multiple values within one field if there is more than one piece of information for a specific field. Please ensure that all cases in your universes are populated based on the time zone where the request was received.

If you do not have data for any of the fields identified below, please discuss that with your Auditor in Charge (AIC) prior to populating or submitting your universes.

Note: There is a maximum of 4,000 characters per record row and spaces count toward this 4,000 character limit. Therefore, should additional characters be needed for a variable, enter this information on the next record at the appropriate start position.

Table 1: Standard Service Authorization Requests (MSSAR) Record Layout

- Include all standard service authorization requests for Medicare and Medicaid services, whether approvals or denials, submitted by MMP members/ member representatives.
- Exclude payment and reimbursement requests, dismissals, reopenings, withdrawn requests, all requests processed as expedited service authorization requests. Also, exclude concurrent review for inpatient hospital and Skilled Nursing Facility (SNF) services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit cases based on the date the MMP's decision was rendered, or should have been rendered (the date the request was initiated may fall outside of the review period).
- If a standard service authorization request involves more than one service, include all of the request's line items in a single row and enter the multiple line items as a single service authorization request.

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.

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Column ID	Field Name	Field Type	Field Length	Description
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated authorization number assigned by the MMP for this request. If an authorization number is not available, please provide your internal tracking or case number. Answer NA if there is no authorization or other tracking number available.
G	Who made the request?	CHAR Always Required	3	Indicate whether the service authorization request was made by a contract provider (CP), non-contract provider (NCP), member (M), member's representative (MR), or Service Coordinator/Care Coordinator (SC) Note- the term "provider" encompasses physicians and facilities.
H	Provider Type	CHAR Always Required	3	Indicate whether the provider performing the service is a contract provider (CP) or non-contract provider (NCP).
I	Date the request was received	CHAR Always Required	10	Provide the date the request was received by your organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Note- This is the original receipt of the request by the MMP or delegated entity and not the date that the request became valid via an AOR.
J	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
K	Type of service	CHAR Always Required	50	Enter "BH" for behavioral health services, "LTSS" for long term services and supports, "SU" for substance use services. Other service/benefit types might include, but are not limited to DME, SNF care, dental, vision, etc.
L	Issue description	CHAR Always Required	2,000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the service request was denied.
M	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient/outpatient/ER/post stabilization care/ urgent care /point of sale transaction/ home healthcare).

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Column ID	Field Name	Field Type	Field Length	Description
N	NY MMPs: Identify whether the request involves any of following scenarios: 1) continued or extended health care services, 2) additional services for a Participant undergoing a course of continued treatment prescribed by a health care Provider, or 3) home health care services following an inpatient hospital admission.	CHAR Always Required	50	For New York FIDA or New York FIDA IDD MMPs- identify whether any of the following scenarios apply: (1) “request to continue or add to current health care services”, (2) “request for additional services already received”, or (3) “request for home health care services following an inpatient hospital admission”. NY FIDA and FIDA IDD MMPs should enter “NA” if none of the above categories apply. All other MMPs may enter NA for this column.
O	CA MMPs: Identify whether the request involves any of following scenarios: 1) authorization for treatment regimen already in place, 2) retrospective authorization (service already provided), or 3) Routine authorizations (requests for specialty service, cost control purposes, out-of-network not otherwise exempt from prior authorization)	CHAR Always Required	50	For California MMPs- identify whether any of the following scenarios applies to the service request: 1) authorization for treatment regimen already in place, 2) retrospective authorization (service already provided), or 3) Routine authorizations (requests for specialty service, cost control purposes, out-of-network not otherwise exempt from prior authorization). CA MMPs should enter “NA” if none of the above categories apply, and all other MMPs may enter “NA” for this column.
P	Was request made under the expedited timeframe, but processed by the plan under the standard timeframe?	CHAR Always Required	1	Yes(Y)/ No(N) indicator of whether the request was made under an expedited timeframe, but was processed under a standard timeframe.
Q	Request for expedited timeframe	CHAR Always Required	3	If there was a request expedite the service authorization request after it was initially requested, indicate who made the subsequent request to expedite the request: contract provider (CP), non-contract provider (NCP), member (M), member’s representative (MR), Service Coordinator/ Care Coordinator (SC), or the MMP/ sponsor (S). Answer NA if no expedited timeframe request was made after the service authorization was submitted.

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Column ID	Field Name	Field Type	Field Length	Description
R	Was a timeframe extension taken?	CHAR Always Required	2	Yes (Y)/No (N)/ Not Applicable (NA) indicator of whether the MMP extended the timeframe to make the service authorization decision.
S	If an extension was taken, did the MMP notify the member of the reason(s) for the delay and of their right to file an expedited grievance?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the MMP notified the member of the delay. Answer NA if no extension was taken.
T	Request Disposition	CHAR Always Required	8	<p>Status of the request. Valid values are: approved, or denied. MMPs should note any requests that are untimely and not yet resolved (still outstanding) as denied.</p> <p>All untimely and pending cases should be treated as denials for the purposes of populating the rest of this record layout's fields.</p>
U	Date of MMP decision	CHAR Always Required	10	<p>Date of the MMP decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01). MMPs should answer NA for untimely cases that are still open.</p> <p>Note – This is separate from effectuation, notice, etc. This is the determination to approve/deny and may not be a captured field but rather a field to be populated from notes.</p>
V	Was the request denied for lack of medical necessity?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the request was denied for lack of medical necessity. Answer NA if the request was approved. Answer No if the request was denied because it was untimely.
W	If denied for lack of medical necessity, was the review completed by a physician or other appropriate health care professional?	CHAR Always Required	2	Yes (Y)/No (N) indicator of review by a physician or other appropriate health care professional if request was denied for lack of medical necessity. Answer NA if the request was approved or not denied due to lack of medical necessity.
X	Date oral notification provided to member	CHAR Always Required	10	<p>Date oral notification provided to member. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no oral notification.</p> <p>If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.</p>

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Column ID	Field Name	Field Type	Field Length	Description
Y	Date written notification provided to member	CHAR Always Required	10	Date written notification provided to member. The term “provided” means when the letter left the MMP’s establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP’s organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no written notification.
Z	Date service authorization entered/effectuated in the MMP's system	CHAR Always Required	10	Date service authorization entered in the MMP's system. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA for denials. Date service authorization/approval entered in the MMP's system. Note – This is the point at which the member could obtain the service.
AA	AOR receipt date	CHAR Always Required	10	Date the Appointment of Representative (AOR) form or other appropriate documentation received by the MMP. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no AOR form was required.
AB	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the standard service authorization request (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

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Table 2: Expedited Service Authorization Requests (MESAR) Record Layout

- Include all requests from MMP members/ representatives processed as expedited service authorization requests for Medicare and Medicaid services, whether approvals or denials.
- Exclude payment and reimbursement requests, dismissals, reopenings, withdrawn requests, all requests processed as standard service authorization requests. Also, exclude concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit cases based on the date the MMP's decision was rendered, or should have been rendered (the date the request was initiated may fall outside of the review period).
- If an expedited service authorization request addresses more than one service, include all of the request's line items in a single row and enter the multiple line items as a single service authorization request.

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated authorization number assigned by the MMP for this request. If an authorization number is not available, please provide your internal tracking or case number. Answer NA if there is no authorization or other tracking number available.
G	Who made the request?	CHAR Always Required	2	Indicate whether the service authorization request was made by a contract provider (CP), non-contract provider (NCP), member (M) or member's representative (MR), Service Coordinator/ Care Coordinator (SC). Note- the term "provider" encompasses physicians and facilities.
H	Provider Type	CHAR Always Required	3	Indicate whether the provider performing the service is a contract provider (CP) or non-contract provider (NCP).

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Column ID	Field Name	Field Type	Field Length	Description
I	Date the request was received	CHAR Always Required	10	Provide the date the request was received by your organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Note- If the request was received as a standard service authorization request, but later expedited, enter the date of the request to expedite the service authorization request.
J	Time the request was received	CHAR Always Required	8	Provide the time the request was received by your organization. Submit in HH:MM:SS military time format (e.g., 23:59:59). Note- This is the original receipt of the request by the MMP or delegated entity and not the date that the request became valid via an AOR. Also- If the request was received as a standard service authorization request, but later expedited, enter the time of the request to expedite the service authorization.
K	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
L	Type of service	CHAR Always Required	50	Enter “BH” for behavioral health services, “LTSS” for long term services and supports, “SU” for substance use services. Other service types might include, but are not limited to DME, SNF care, dental, vision, etc.
M	Issue description	CHAR Always Required	2,000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the service request was denied.
N	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient/outpatient/ER/post stabilization care/urgent care /point of sale transaction/ home healthcare).

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Column ID	Field Name	Field Type	Field Length	Description
O	NY MMPs: Identify whether the request involves any of following scenarios: 1) continued or extended health care services, 2) additional services for a Participant undergoing a course of continued treatment prescribed by a health care Provider, or 3) home health care services following an inpatient hospital admission	CHAR Always Required	50	F For New York FIDA or New York FIDA IDD MMPs- identify whether any of the following scenarios apply: (1) “request to continue or add to current health care services”, (2) “request for additional services already received”, or (3) “request for home health care services following an inpatient hospital admission”. NY FIDA and FIDA IDD MMPs should enter “NA” if none of the above categories apply. All other MMPs may enter NA for this column.
P	CA MMPs: Identify whether the request involves any of following scenarios: 1) authorization for treatment regimen already in place, 2) retrospective authorization (service already provided), or 3) Routine authorizations (requests for specialty service, cost control purposes, out-of-network not otherwise exempt from prior authorization)	CHAR Always Required	50	For California MMPs- identify whether any of the following scenarios applies to the service request: 1) authorization for treatment regimen already in place, 2) retrospective authorization (service already provided), or 3) Routine authorizations (requests for specialty service, cost control purposes, out-of-network not otherwise exempt from prior authorization). CA MMPs should enter “NA” if none of the above categories apply, and all other MMPs may enter “NA” for this column.
Q	Subsequent expedited request	CHAR Always Requested	3	If a request to expedite the service authorization request was made after the request was received, indicate who made the subsequent request to expedite the request: contract provider (CP), non-contract provider (NCP), member (M), member’s representative (MR) or MMP/ sponsor (S). Answer NA if no subsequent expedited timeframe was requested.
R	Was a timeframe extension taken?	CHAR Always Required	2	Yes (Y)/No (N)/ Not Applicable (NA) indicator of whether the MMP extended the timeframe to make the service authorization decision.

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Column ID	Field Name	Field Type	Field Length	Description
S	If an extension was taken, did the MMP notify the member of the reason(s) for the delay and of their right to file an expedited grievance?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the MMP notified the member of the delay. Answer NA if no extension was taken.
T	Request Disposition	CHAR Always Required	8	<p>Status of the request. Valid values are: approved, or denied. MMPs should note any requests that are untimely and not yet resolved (still outstanding) as denied.</p> <p>All untimely and pending cases should be treated as denials for the purposes of populating the rest of this record layout's fields.</p>
U	Date of MMP decision	CHAR Always Required	10	<p>Date of the MMP decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01). MMPs should answer NA for untimely cases that are still open.</p> <p>Note – This is separate from effectuation, notice, etc. This is the determination to approve/deny and may not be a captured field but rather a field to be populated from notes.</p>
V	Time of MMP decision	CHAR Always Required	8	<p>Time of the MMP decision (e.g., approved, denied). Submit in HH:MM:SS military time format (e.g., 23:59:59). MMPs should answer NA for untimely cases that are still open.</p> <p>Note – This is separate from effectuation, notice, etc. This is the determination to approve/deny and may not be a captured field but rather a field to be populated from notes.</p>
W	Was the request denied for lack of medical necessity?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the request was denied for lack of medical necessity. Answer NA if the request was approved. Answer No if the request was denied because it was untimely.
X	If denied for lack of medical necessity, was the review completed by a physician or other appropriate health care professional?	CHAR Always Required	2	Yes (Y)/No (N) indicator of review by physician or other appropriate health care professional if the expedited request was denied for lack of medical necessity. Answer NA if request was approved or not denied due to lack of medical necessity.
Y	Date oral notification provided to member	CHAR Always Required	10	<p>Date oral notification provided to member.. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no oral notification.</p> <p>If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.</p>

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Column ID	Field Name	Field Type	Field Length	Description
Z	Time oral notification provided to member	CHAR Always Required	8	Time oral notification provided to member. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no oral notification. If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.
AA	Date written notification provided to member	CHAR Always Required	10	Date written notification provided to member. The term “provided” means when the letter left the MMP’s establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP’s organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no written notification was provided.
AB	Time written notification provided to member	CHAR Always Required	8	Time written notification provided to member. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no written notification was provided.
AC	Date service authorization entered/effectuated in the MMP's system	CHAR Always Required	10	Date service authorization/approval was entered in the MMP's system. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA for denials. Note – This is the point at which the member could obtain the service.
AD	Time service authorization entered/effectuated in the MMP's system	CHAR Always Required	8	Time service authorization/approval entered in the MMP's system. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA for denials. Note – This is the point at which the member could obtain the service.
AE	AOR receipt date	CHAR Always Required	10	Date the Appointment of Representative (AOR) form or other appropriate documentation received by the MMP. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no AOR form was required.
AF	AOR receipt time	CHAR Always Required	8	Time the Appointment of Representative (AOR) form or other appropriate documentation received by MMP. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no AOR form was required.
AG	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the expedited service authorization request (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

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Table 3: MMP Provider Payment Requests (M_Claims) Record Layout

- Include all requests to the MMP processed as both contract and non-contract provider denied claims and paid claims from non-contract providers only.
- Exclude all requests processed as direct member reimbursements, duplicate claims and payment adjustments to claims, reopenings, claims denied for invalid billing codes, denied claims for members who are not enrolled on the date of service, claims denied due to recoupment of payment. Also, exclude concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit provider payment requests (claims) based on the date the claim was paid or denied, or should have been paid or denied (the date the request was initiated may fall outside of the review period).
- If a claim has more than one line item, include all of the claim's line items in a single row and enter the multiple line items as a single claim.

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated claim or payment request number assigned by the MMP for this request. If a claim or payment request number is not available, please provide your internal tracking or case number. Answer NA if there is no claim, payment request or other tracking number available.
G	Provider Type	CHAR Always Required	3	Indicate whether the provider who performed the service is a contract provider (CP) or non-contract provider (NCP). Note, the term "provider" encompasses physicians and facilities.
H	Is this a clean claim?	CHAR Always Required	2	Yes/No indicator flag to indicate whether the claim is clean (Y) or unclean (N). Answer NA for untimely requests that are still open or if clean status has not been determined.

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Column ID	Field Name	Field Type	Field Length	Description
I	Date the request was received	CHAR Always Required	10	Provide the date the payment request was received by your organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
J	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
K	Type of service	CHAR Always Required	50	Enter “BH” for behavioral health services, “LTSS” for long term services and supports, “SU” for substance use services. Other service types might include, but are not limited to DME, SNF care, dental, vision, etc.
L	Issue description	CHAR Always Required	2,000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the claim was denied.
M	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient/outpatient/ER/post stabilization care/ urgent care /point of sale transaction/ home healthcare).
N	Request Disposition	CHAR Always Required	8	Status of the request. Valid values are: approved, or denied. MMPs should note any requests that are untimely and not yet resolved (still outstanding) as denied. All untimely and pending cases should be treated as denials for the purposes of populating the rest of this record layout’s fields.
O	Date the claim was paid or denied	CHAR Always Required	10	Date the claim was paid. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer DENIED for claims that were denied. Answer NA for untimely cases that are still open.
P	Was interest paid on the claim?	CHAR Always Required	1	Yes (Y)/No (N) indicator of whether interest was paid on the claim.
Q	Was the request denied for lack of medical necessity?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the request was denied for lack of medical necessity. Answer NA if the request was approved. Answer No if the request was denied because it was untimely.
R	If denied for lack of medical necessity, was the review completed by a physician or other appropriate health care professional?	CHAR Always Required	2	Yes (Y)/No (N) indicator of review by a physician or other appropriate health care professional if request was denied for lack of medical necessity. Answer NA if the request was approved or not denied due to lack of medical necessity.

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Column ID	Field Name	Field Type	Field Length	Description
S	Date written notification provided to member	CHAR Always Required	10	Date written notification provided to member. The term “provided” means when the letter left the MMP’s establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP’s organization. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no written notification provided to the member.
T	Date written notification provided to provider	CHAR Always Required	10	Date written notification provided to enrollee. The term “provided” means when the EOB, IDN or letter left the sponsor’s establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the sponsor’s organization. Submit in CCYY/MM/DD format (e.g., 2015/01/01). Answer Pending if written notification has not yet been provided, but is anticipated to be provided in a forthcoming EOB or IDN notice. Answer NA if no written notification provided to the enrollee.
U	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the claim (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

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Table 4: MMP Standard Plan Level Appeals Record Layout (MSPLA)

- Include all requests from MMP members/ representatives processed as standard plan level (internal) appeals.
- Exclude appeals initiated through external organizations (e.g., hospital discharge appeals to the Quality Improvement Organization- QIO), and payment and reimbursement requests, concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Exclude all requests processed as expedited plan level appeals, dismissals, reopenings and withdrawn plan level appeals requests.
- Submit cases based on the date the MMP's decision was rendered, or should have been rendered (the date the request was initiated may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated authorization number assigned by the MMP for this request. If an authorization number is not available, please provide your internal tracking or case number. Answer NA if there is no authorization or other tracking number available.
G	Who made the request?	CHAR Always Required	3	Indicate whether the plan level appeal was made by a contract provider (CP), non-contract provider (NCP), member (M), or member's representative (MR), or Service Coordinator/ Care Coordinator (SC). Note- the term "provider" encompasses physicians and facilities.
H	Is this a Level 2 plan appeal?	CHAR Always Required	3	Yes (Y)/No (N) indicator of whether the appeal is a Level 2 appeal internal to the plan. Answer NA if Level 2 plan (internal) appeals do not apply to your organization.
I	Provider Type	CHAR Always Required	3	Indicate whether the provider performing the service is a contract provider (CP) or non-contract provider (NCP).

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
J	Date the request was received	CHAR Always Required	10	Provide the date the request was received by your organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
K	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
L	Type of service	CHAR Always Required	50	Enter “BH” for behavioral health services, “LTSS” for long term services and supports, “SU” for substance use services. Other service types might include, but are not limited to DME, SNF care, dental, vision, etc.
M	Issue description	CHAR Always Required	2,000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the service request was denied.
N	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient, outpatient, ER, urgent care, point of sale transaction/ home healthcare).
O	Was request made under the expedited timeframe but processed by the plan under the standard timeframe?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the request was received as expedited but was downgraded and processed under the standard timeframe (e.g., based on the MMP deciding that the expedited plan level appeal was unnecessary). Answer NA if the request was received as a standard request.
P	Request for expedited timeframe	CHAR Always Requested	3	If an expedited timeframe was requested, indicate who requested the expedited plan level appeal timeframe: contract provider (CP), non-contract provider (NCP), member (M), member’s representative (MR), Service Coordinator/ Care Coordinator (SC), or the MMP/ sponsor (S). Answer NA if no expedited timeframe was requested. Answer MR if a contract provider submitted an expedited plan level appeal as the member’s representative.
Q	Was a timeframe extension taken?	CHAR Always Required	1	Yes (Y)/No (N)/ Not Applicable (NA) indicator of whether the MMP extended the timeframe to make the service authorization decision.
R	If an extension was taken, did the MMP notify the member of the reason(s) for the delay and of their right to file an expedited grievance?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the MMP notified the member of the delay. Answer NA if no extension was taken.

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Column ID	Field Name	Field Type	Field Length	Description
S	Request Disposition	CHAR Always Required	40	<p>Status of the request. Valid values are: approved, denied, denied with IRE/IAHO auto forward, or IRE/IAHO auto-forward due to untimely decision. MMPs should note any requests that are untimely and not yet resolved (still outstanding) as denied.</p> <p>All untimely and pending cases should be treated as denials for the purposes of populating the rest of this record layout's fields.</p>
T	Date of MMP decision	CHAR Always Required	10	<p>Date of the MMP decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01). MMPs should answer NA for untimely cases that are still open.</p> <p>Note – This is separate from effectuation, notice, etc. This is the determination to approve/deny and may not be a captured field but rather a field to be populated from notes.</p>
U	Was the request denied for lack of medical necessity?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the request was denied for lack of medical necessity. Answer NA if the request was approved. Answer No if the request was denied because it was untimely.
V	If denied for lack of medical necessity, was the review completed by a physician or other appropriate health care professional?	CHAR Always Required	2	Yes (Y)/No (N) indicator of review by physician or other appropriate health care professional if the request was denied for lack of medical necessity. Answer NA if the request was not denied for lack of medical necessity or the request was not denied (i.e., approved).
W	If the request was denied for lack of medical necessity, was the plan level appeal completed by a physician other than the person involved in making the initial request?	CHAR Always Required	2	Yes (Y)/No (N) indicator of review by a different physician than the original reviewer. Answer NA if the request was not denied for lack of medical necessity or the request was not denied (i.e., approved, auto-forwarded, or dismissed).
X	Date oral notification provided to member	CHAR Always Required	10	<p>Date oral notification provided to member. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no oral notification provided.</p> <p>If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.</p>

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
Y	Date written notification provided to member/provider	CHAR Always Required	10	Date written notification provided to member, or if applicable the non-contract provider. The term “provided” means when the letter left the MMP’s establishment by US Mail, fax, or electronic communication. Do not enter the date when a letter is generated or printed within the MMP’s organization. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no written notification was provided.
Z	Date service authorization entered/effectuated in the MMP's system	CHAR Always Required	10	Date authorization/approval entered in the MMP's system. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA for denials and IRE/IAHO auto-forwards. Note – This is the point at which the member could obtain the service.
AA	Date forwarded to IRE/IAHO if denied or untimely	CHAR Always Required	10	Date the MMP forwarded request to the IRE/IAHO if request for Medicare service was denied or processed untimely. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if approved or not forwarded to IRE/IAHO. <u>NY MMPs only:</u> For this field, include the date the MMP forwarded the request to the IAHO if the request for the Medicare or Medicaid service was denied or processed untimely. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if approved or not forwarded to IAHO.
AB	If request denied or untimely, date member notified request has been forwarded to IRE/IAHO	CHAR Always Required	10	Date member notified that request was forwarded to the IRE/IAHO if request for Medicare service was denied or processed untimely. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if approved or not forwarded to IRE/IAHO.
AC	AOR receipt date	CHAR Always Required	10	Date the Appointment of Representative (AOR) form or other appropriate documentation received by the MMP. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no AOR form was required.
AD	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the plan level appeal (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.
AE	Does the request appeal a Notice of Action (NOA) decision?	CHAR Always Required	3	Yes (Y) or No (N) indicator depending on whether the member filed an appeal to continue a benefit that the MMP advised would be terminated or reduced per a Notice of Action (NOA).

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
AF	Should have/ Did the member qualify for continuation of the benefit under appeal during the appeals process?	CHAR Always Required	2	Yes (Y) or No (N) indicator depending on whether the member should have or did qualify for continuation of the benefit under appeal during the plan level appeal process. Answer NA if the member did not appeal a request for a benefit previously authorized.
AG	Were the benefits under appeal provided to the member during the appeals process?	CHAR Always Required	2	Yes (Y), No (N), or NA indicator depending on whether the member continued to receive the benefit under appeal during the plan level appeal process. Answer NA if the member did not qualify to continue receiving the benefit under appeal during the appeal process or if the member did not appeal a request for a benefit previously authorized.

MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot Audit Process and Data Request

Table 5: MMP Expedited Plan Level Appeals (MEPLA) Record Layout

- Include all requests from MMP members/ representatives processed as expedited plan level appeals.
- Exclude appeals initiated through external organizations (e.g., hospital discharge appeals to the Quality Improvement Organization- QIO) and payment and reimbursement requests.
- Exclude all requests processed as standard plan level appeals, dismissals, reopenings and withdrawn plan level appeal requests. Also, exclude concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit cases based on the date the MMP's decision was rendered, or should have been rendered (the date the request was initiated may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated authorization number assigned by the MMP for this request. If an authorization number is not available, please provide your internal tracking or case number. Answer NA if there is no authorization or other tracking number available.
G	Who made the request?	CHAR Always Required	3	Indicate whether the plan level appeal request was made by a contract provider (CP), non-contract provider (NCP), member (M) or, member's representative (MR), or Service Coordinator/ Care Coordinator (SC). Note, the term "provider" encompasses physicians and facilities.
H	Is this a Level 2 plan appeal?	CHAR Always Required	3	Yes (Y)/No (N) indicator of whether the appeal is a Level 2 appeal internal to the plan. Answer NA if Level 2 plan (internal) appeals do not apply to your organization.
I	Provider Type	CHAR Always Required	3	Indicate whether the provider performing the service is a contract provider (CP) or non-contract provider (NCP).

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
J	Date the request was received	CHAR Always Required	10	Provide the date the request was received by your organization. Submit in CCYY/MM/DD format (e.g., 20172017/01/01).
K	Time the request was received	CHAR Always Required	8	Provide the time the request was received by your organization. Submit in HH:MM:SS military time format (e.g., 23:59:59).
L	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
M	Type of service	CHAR Always Required	50	Enter "BH" for behavioral health services, "LTSS" for long term services and supports, "SU" for substance use services. Other service types might include, but are not limited to DME, SNF care, dental, vision, etc.
N	Issue description	CHAR Always Required	2,000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the service request was denied.
O	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient, outpatient, ER, urgent care, point of sale transaction/ home healthcare).
P	Request for expedited timeframe	CHAR Always Requested	3	If an expedited timeframe was requested, indicate who requested the expedited plan level appeal timeframe: contract provider (CP), non-contract provider (NCP), member (M), member's representative (MR) or MMP/sponsor(S). Answer NA if no expedited timeframe was requested. Answer MR if a contract provider submitted the expedited plan level appeal request on behalf of a member.
Q	Was request made under the standard timeframe but processed by the plan under the expedited timeframe?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the request was received as standard but was upgraded and processed under the expedited timeframe. Answer NA if the case was received as an expedited request.
R	Was a timeframe extension taken?	CHAR Always Required	1	Yes (Y)/No (N)/ Not Applicable (NA) indicator of whether the MMP extended the timeframe to make the service authorization decision.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
S	If an extension was taken, did the MMP notify the member of the reason(s) for the delay and of their right to file an expedited grievance?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the MMP notified the member of the delay. Answer NA if no extension was taken.
T	Request Disposition	CHAR Always Required	40	Status of the request. Valid values are: approved, denied, denied with IRE/IAHO auto forward, or IRE/IAHO auto-forward due to untimely decision. MMPs should note any requests that are untimely and not yet resolved (still outstanding) as denied. All untimely and pending cases should be treated as denials for the purposes of populating the rest of this record layout's fields.
U	Date of MMP decision	CHAR Always Required	10	Date of the MMP decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01). MMPs should answer NA for untimely cases that are still open. Note – This is separate from effectuation, notice, etc. This is the determination to approve/deny and may not be a captured field but rather a field to be populated from notes.
V	Time of MMP decision	CHAR Always Required	8	Time of the MMP decision (e.g., approved or denied). Submit in HH:MM:SS military time format (e.g., 23:59:59). MMPs should answer NA for untimely cases that are still open. Note – This is separate from effectuation, notice, etc. This is the determination to approve/deny and may not be a captured field but rather a field to be populated from notes.
W	Was the request denied for lack of medical necessity?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether the request was denied for lack of medical necessity. Answer NA if the request was approved. Answer No if the request was denied because it was untimely.
X	If denied for lack of medical necessity, was the review completed by a physician or other appropriate health care professional?	CHAR Always Required	2	Yes (Y)/No (N) indicator of review by physician or other appropriate health care professional if the request was denied for lack of medical necessity. Answer NA if the request was not denied for lack of medical necessity or the request was not denied (i.e., approved or auto-forwarded).
Y	If the request was denied for lack of medical necessity, was the plan level appeal completed by a physician other than the person involved in making the initial Service Authorization Request determination?	CHAR Always Required	2	Yes (Y)/No (N) indicator of review by a different physician than the original reviewer. Answer NA if the request was not denied for lack of medical necessity or the request was not denied (i.e., approved, auto-forwarded, or dismissed).

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Column ID	Field Name	Field Type	Field Length	Description
Z	Date oral notification provided to member	CHAR Always Required	10	Date oral notification provided to member. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no oral notification was provided. If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.
AA	Time oral notification provided to member	CHAR Always Required	8	Time oral notification provided to member. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no oral notification was provided. If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.
AB	Date written notification provided to member	CHAR Always Required	10	Date written notification provided to member. The term “provided” means when the letter left the MMP’s establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP’s organization. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no written notification was provided.
AC	Time written notification provided to member	CHAR Always Required	8	Time written notification provided to member. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no written notification was provided.
AD	Date service authorization entered/effectuated in the MMP’s system	CHAR Always Required	10	Date authorization/approval entered/effectuated in the MMP’s system. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA for denials and IRE/IAHO auto-forwards. *Note – This is the point at which the member could obtain the service.
AE	Time service authorization entered/effectuated in the MMP’s system	CHAR Always Required	8	Time authorization/approval entered/effectuated in the MMP’s system. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA for denials and IRE/IAHO auto-forwards. Note – This is the point at which the member could obtain the service

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Column ID	Field Name	Field Type	Field Length	Description
AF	Date forwarded to IRE/IAHO if denied or untimely	CHAR Always Required	10	Date the MMP forwarded request to the IRE/IAHO if request denied or untimely. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if the request was approved. <u>NY MMPs only:</u> For this field, include the date the MMP forwarded the request to the IAHO if the request for the Medicare or Medicaid service was denied or processed untimely. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if approved or not forwarded to IAHO.
AG	If request denied or untimely, date member notified request has been forwarded to IRE/IAHO	CHAR Always Required	10	Date member notified that request was forwarded to the IRE/IAHO if request for Medicare service denied or processed untimely. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if approved or not forwarded to IRE/IAHO.
AH	AOR receipt date	CHAR Always Required	10	Date the Appointment of Representative (AOR) form or other appropriate documentation received by the MMP. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no AOR form was required.
AI	AOR receipt time	CHAR Always Required	8	Time the Appointment of Representative (AOR) form or other appropriate documentation received by MMP. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no AOR form was required.
AJ	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the expedited plan level appeal (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.
AK	Does the request appeal a Notice of Action (NOA) decision?	CHAR Always Required	3	Yes (Y), No (N), or NA indicator depending on whether the member filed an appeal to continue a benefit that the MMP advised would be terminated or reduced per a Notice of Action (NOA).
AL	Should have/ Did the member qualify for continuation of the benefit under appeal during the appeals process?	CHAR Always Required	2	Yes (Y), No (N), or NA indicator depending on whether the member should have or did qualify for continuation of the benefit under appeal during the plan level appeal process. Answer NA if the member did not appeal a request for a benefit previously authorized.
AM	Were the benefits under appeal provided to the member during the appeals process?	CHAR Always Required	2	Yes (Y), No (N), or NA indicator depending on whether the member continued to receive the benefit under appeal during the plan level appeal process. Answer NA if the member did not qualify to continue receiving the benefit under appeal during the appeal process or if the member did not appeal a request for a benefit previously authorized.

MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot Audit Process and Data Request

Table 6: State Fair Hearing Decisions Requiring Effectuation (M_SFHEFF) Record Layout

- Include all requests from MMP members/ representatives processed as cases overturned by the State Fair Hearing Entity, including standard and expedited cases (i.e., a favorable decision was rendered by the State Fair Hearing entity).
- California MMPs' SFHEFF universe should be inclusive of Independent Medical Review (IMR) cases overturned by the Department of Managed Health Care (DMHC).
- Exclude all requests processed as dismissals, requests for payment and unfavorable requests where the State Fair Hearing Entity upheld the denial. Also, exclude concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit cases based on the date of receipt of the State Fair Hearing Entity overturn decision (the date the request was initiated may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated authorization number assigned by the MMP for this request. If an authorization number is not available, please provide your internal tracking or case number. Answer NA if there is no authorization or other tracking number available.
G	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
H	Type of service	CHAR Always Required	50	Enter "BH" for behavioral health services, "LTSS" for long term services and supports, "SU" for substance use services. Other service types might include, but are not limited to DME, dental, vision, etc.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
I	Issue description	CHAR Always Required	2,000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the service request was denied.
J	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient, outpatient, ER, urgent care, point of sale transaction/ home healthcare.
K	Request for expedited timeframe	CHAR Always Requested	1	Indicate whether the plan level appeal was processed under the expedited (E) timeframe or standard (S) timeframe.
L	Date of receipt of State Fair Hearing decision	CHAR Always Required	10	Date the MMP received the State Fair Hearing overturn decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
M	Date service authorization entered/effectuated in the MMP's system	CHAR Always Required	10	Date the State Fair Hearing determination was effectuated in the MMP's system. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Note – This is the point at which the member could obtain the service.
N	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the effectuation (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.
O	Does the request appeal a Notice of Action (NOA) decision?	CHAR Always Required	3	Yes (Y) or No (N) indicator depending on whether the member filed an appeal to continue a benefit that the MMP advised would be terminated or reduced per a Notice of Action (NOA).
P	Should have/ Did the member qualify for continuation of the benefit under appeal during the appeals process?	CHAR Always Required	2	Yes (Y) or No (N) indicator depending on whether the member should have or did qualify for continuation of the benefit under appeal during the plan level appeal process. Answer NA if the member did not appeal a request for a benefit previously authorized.
Q	Were the benefits under appeal provided to the member during the appeals process?	CHAR Always Required	2	Yes (Y), No (N), or NA indicator depending on whether the member continued to receive the benefit under appeal during the plan level appeal process. Answer NA if the member did not qualify to continue receiving the benefit under appeal during the appeal process or if the member did not appeal a request for a benefit previously authorized.

MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot Audit Process and Data Request

Table 7: MMP IRE Cases Requiring Effectuation (M_IREEFF) Record Layout

- This record layout will not apply to New York MMPs. MMPs should omit Table 7 from their universe submissions if they only operate a New York MMP.
- Include all requests from MMP members/ representatives processed as cases overturned by the IRE, including standard and expedited cases (i.e., a favorable decision was rendered by the IRE).
- Exclude all requests processed as dismissals, requests for payment and unfavorable requests where the IRE upheld the denial, concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit cases based on the date of receipt of the IRE overturn decision (the date the request was initiated may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated authorization number assigned by the MMP for this request. If an authorization number is not available, please provide your internal tracking or case number. Answer NA if there is no authorization or other tracking number available.
G	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
H	Issue description	CHAR Always Required	2000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the request was denied before going to the IRE.
I	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient/outpatient/ ER/urgent care /point of sale transaction/ home healthcare.
J	Request for expedited timeframe	CHAR Always Requested	1	Indicate whether the request was processed under the expedited (E) timeframe or standard (S) timeframe.

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Column ID	Field Name	Field Type	Field Length	Description
K	Date of receipt of IRE decision	CHAR Always Required	10	Date the MMP received the IRE overturn decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
L	Time of receipt for IRE decision	CHAR Always Required	8	Provide the time the MMP received the IRE overturn decision. Submit in HH:MM:SS military time format (e.g., 23:59:59).
M	Date service authorization entered/effectuated in the MMP's system	CHAR Always Required	10	Date the service authorization was effectuated in the MMP's system. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Note – This is the point at which the member could obtain the service.
N	Time service authorization entered/effectuated in the MMP's system	CHAR Always Required	8	Time effectuated in the MMP's system. Submit in HH:MM:SS military time format (e.g., 23:59:59). Note – This is the point at which the member could obtain the service.
O	Date service provided	CHAR Always Required	10	Date the member received the service. Submit in CCYY/MM/DD format (e.g., 2017/01/01). If the member did not receive the service, answer NA.
P	Date written notification provided to IRE	CHAR Always Required	10	Date written notification of MMP's effectuation sent to the IRE. The term "provided" means when the letter left the MMP's establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP's organization. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in CCYY/MM/DD format (e.g., 2017/01/01). If no written notification was provided to the IRE, answer NA.
Q	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the effectuation (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Table 8: MMP IRE Payment Cases Requiring Effectuation (M_IREClaimsEFF) Record Layout

- This universe is not applicable to New York MMPs. MMPs should omit Table 8 from their universe submissions if they only operate a New York MMP.
- Include all requests to the MMP overturned by the IRE that were processed as non-contract provider payment requests (i.e., a favorable decision was rendered by the IRE).
- Exclude all requests processed as member reimbursements, dismissals and unfavorable requests where the IRE upheld the denial. Also, exclude concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit cases based on the date of receipt of the IRE overturn decision (the date the request was initiated may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated claim or payment request number assigned by the MMP for this request. If a claim or payment request number is not available, please provide your internal tracking or case number. Answer NA if there is no claim, payment request or other tracking number available.
G	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
H	Issue description and type of service	CHAR Always Required	2000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the request was denied before going to the IRE.
I	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient/outpatient/ ER/urgent care /point of sale transaction).

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
J	Was interest paid on the claim or reimbursement request?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether interest was paid on the claim or reimbursement request.
K	Date of receipt of IRE decision	CHAR Always Required	10	Date the MMP received the IRE overturn decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
L	Date service authorization entered/effectuated in the MMP's system	CHAR Always Required	10	Date the IRE overturn decision was effectuated in the MMP's system. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
M	Date written notification provided to IRE	CHAR Always Required	10	Date written notification of MMP's effectuation sent to IRE. The term "provided" means when the letter left the MMP's establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP's organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
N	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the effectuation (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
Audit Process and Data Request**

Table 9: MMP ALJ and MAC Cases Requiring Effectuation (M_ALJMACEFF) Record Layout

- Include all requests to the MMP processed as overturned by the ALJ or MAC, including standard and expedited cases, both service authorizations and payment (i.e., a favorable decision was rendered by the ALJ or MAC). The New York MMP appeals process does not involve the ALJ. New York MMPs would only submit MAC cases for this universe.
- Exclude all requests processed as dismissals and unfavorable requests where the ALJ or MAC upheld the denial. Also, exclude concurrent review for inpatient hospital and SNF services, post-service reviews, and notifications of admissions. If an MMP has already programmed its systems to include these requests in this universe we will accept the universe submission. Note that requests for extensions of previously approved services have not been excluded.
- Submit cases based on the date of receipt of the ALJ or MAC overturn decision (the date the request was initiated may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Authorization or Claim Number	CHAR Always Required	40	The associated authorization, claim or payment request number assigned by the MMP for this request. If an authorization, claim or payment request number is not available, please provide your internal tracking or case number. Answer NA if there is no authorization, claim, payment request or other tracking number available.
G	Diagnosis	CHAR Always Required	100	Provide the member diagnosis/diagnoses ICD-10 codes related to this request. If the ICD codes are unavailable, provide a description of the diagnosis, or for drugs provide the 11-digit National Drug Code (NDC) as well as the ICD-10 code related to the request.
H	Issue description and type of service	CHAR Always Required	2000	Provide a description of the service, medical supply or drug requested and why it was requested (if known). For denials, also provide an explanation of why the request was denied before going to the ALJ/MAC.
I	Level of service	CHAR Always Required	50	Provide the level of service requested (e.g., inpatient/outpatient/ ER/urgent care /point of sale transaction).
J	Request for expedited timeframe	CHAR Always Requested	2	Indicate whether the request was processed under the expedited (E) timeframe or standard (S) timeframe. Answer NA for payment requests.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
Audit Process and Data Request**

Column ID	Field Name	Field Type	Field Length	Description
K	Was interest paid on the claim or reimbursement request?	CHAR Always Required	2	Yes (Y)/No (N) indicator of whether interest was paid on the claim or reimbursement request. Answer NA if a service authorization request.
L	Date of receipt of ALJ/MAC decision	CHAR Always Required	10	Date the MMP received the ALJ/MAC overturn decision. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
M	Did the MMP appeal ALJ decision to MAC?	CHAR Always Required	1	Yes (Y)/No (N) indicator of whether the MMP appealed the ALJ decision to the MAC.
N	Date written notification provided to member	CHAR Always Required	10	If MMP appealed the ALJ's decision to the MAC, provide the date written notification provided to member. The term "provided" means when the letter left the MMP's establishment by US Mail, fax, or electronic communication. Do not enter the date when a letter is generated or printed within the MMP's organization. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if the ALJ's decision was not appealed to the MAC.
O	Date service authorization entered/effectuated in the MMP's system	CHAR Always Required	10	Date the ALJ/MAC overturn decision was effectuated in the MMP's system. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
P	Date written notification provided to ALJ/MAC	CHAR Always Required	10	Date written notification of MMP's effectuation sent to ALJ/MAC. The term "provided" means when the letter left the MMP's establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP's organization. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
Q	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the effectuation (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
Audit Process and Data Request**

Table 10: MMP Standard Grievances (MGRV_S) Record Layout

- Include all requests from MMP members/representatives processed as internal standard grievances.
- Exclude all requests processed as expedited grievances, dismissals, withdrawn grievances, and external grievances (i.e., CTM complaints).
- Submit cases based on the date the resolution notification was issued or the date the resolution notification should have been issued (the date the grievance was received may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Person who made the request	CHAR Always Required	2	Indicate whether the grievance was submitted by a contract provider (CP), non-contract provider (NCP), member (M), member's representative (MR), or Service Coordinator/ Care Coordinator (SC).
G	Date Grievance/Complaint was Received	CHAR Always Required	10	Date the grievance/complaint was received from the member or their authorized representative. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
H	How was the grievance/complaint received?	CHAR Always Required	7	Describe how the grievance/complaint was received from the member or authorized representative (e.g., Written, In Person, Phone Call to customer service, etc.)
I	Category of the grievance/complaint	CHAR Always Required	54	Category of the grievance/complaint. At a minimum categories must include each of the following: Enrollment/Disenrollment, Benefit Package, Access, Marketing, Customer Service, Service Authorization and Plan Level Appeals process (which can also be categorized as Organization Determination and Redetermination Process Grievances), Quality of Care, Grievances Related to "CMS" Issues, and Other. List all that apply.
J	Issue Description	CHAR Always Required	1,800	Provide a description of the grievance/ complaint issue.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
Audit Process and Data Request**

Column ID	Field Name	Field Type	Field Length	Description
K	Identify whether the issue involved any of the following services: behavioral health, substance use, long term supports and services.	CHAR Always Required	4	Indicate “BH” for behavioral health, “SU” for substance use, and “LTSS” for long term supports and services. Answer “NA” if none of the above services apply to the issue(s).
L	Was a timeframe extension taken?	CHAR Always Required	2	Yes (Y)/No (N)/ Not Applicable (NA) indicator of whether the MMP extended the timeframe to respond to the grievance/complaint.
M	If an extension was taken, did the MMP notify the member of the reason(s) for the delay?	CHAR Always Required	2	Yes (Y)/No (N)/ Not Applicable (NA) indicator of whether the MMP notified the member of the delay. Answer NA if an extension was not taken.
N	If the extension was taken because the MMP needed more information, did the notice include how the delay was in the best interest of the member?	CHAR Always Required	2	Yes (Y)/No (N)/ Not Applicable (NA) indicator of whether the MMP notified the member of how the extension of the timeframe was in the interest of the member. Answer NA if an extension was not taken.
O	Date oral notification of resolution provided to member	CHAR Always Required	10	Date oral notification of resolution provided to member. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no oral notification was provided to the member. If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.
P	Date written notification of resolution provided to member	CHAR Always Required	10	Date written notification of resolution provided to member. The term “provided” means when the letter left the MMP’s establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP’s organization. If no proof of mailing is available, populate based on worst case scenario according to policies in place. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no written notification was provided to the member.
Q	Resolution Description	CHAR Always Required	1,800	Provide a full description of the grievance resolution.
R	AOR receipt date	CHAR Always Required	10	Date the Appointment of Representative (AOR) form or other appropriate documentation received by the MMP. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no AOR form was required.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
Audit Process and Data Request**

Column ID	Field Name	Field Type	Field Length	Description
S	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the grievance/complaint (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
Audit Process and Data Request**

Table 11: MMP Expedited Grievances (MGRV_E) Record Layout

- Include all requests processed from MMP members/representatives as internal expedited grievances.
- Exclude all requests processed as standard grievances, dismissals, withdrawn grievances, and external grievances (i.e., CTM complaints).
- Submit cases based on the date the resolution notification was issued or the date the resolution notification should have been issued (the date the grievance was received may fall outside of the review period).

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the MMP.
D	Contract ID	CHAR Always Required	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Always Required	3	The plan number (e.g., 001) of the organization.
F	Person who made the request	CHAR Always Required	2	Indicate whether the grievance was submitted by a contract provider (CP), non-contract provider (NCP), member (M), member's representative (MR), or Service Coordinator/ Care Coordinator (SC)
G	Date Grievance/Complaint was Received	CHAR Always Required	10	Date the grievance/complaint was received from the member or their authorized representative. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
H	Time Grievance/Complaint was Received	CHAR Always Required	8	Provide the time the grievance/complaint was received from the member or their authorized representative. Time is in HH:MM:SS military time format (e.g., 23:59:59).
I	How was the grievance/complaint received?	CHAR Always Required	40	Describe how the grievance/complaint was received from the member or authorized representative (Written, In Person, Phone Call to Customer Services, etc.)
J	Category of the grievance/complaint	CHAR Always Required	3	Category of the grievance/complaint. Indicate whether the expedited grievance was submitted by the member because the plan declined to process a case on the expedited timeframe (ETD) or whether it was submitted due to the member's dissatisfaction with the plan taking a processing timeframe extension (PTE).
K	Grievance/ Complaint Description	CHAR Always Required	1,800	Provide a description of the grievance/ complaint issue.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
L	Identify whether the issue involved any of the following services: behavioral health, substance use, long term supports and services.	CHAR Always Required	4	Indicate “BH” for behavioral health, “SU” for substance use, and “LTSS” for long term supports and services. Answer “NA” if none of the above services apply to the issue(s).
M	Date oral notification of resolution provided to member	CHAR Always Required	10	Date oral notification of resolution provided to member. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no oral notification provided to member. If good faith effort as made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.
N	Time oral notification of resolution provided to member	CHAR Always Required	8	Time oral notification of resolution provided to member. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no oral notification provided to member. If good faith effort was made to contact the member, CMS recommends including the last good faith effort made within the notification timeframe.
O	Date written notification of resolution provided to member	CHAR Always Required	10	Date written notification of resolution provided to member. The term “provided” means when the letter left the MMP’s establishment by US Mail, fax, or electronic communication. Do not enter the date a letter is generated or printed within the MMP’s organization. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no written notification was provided to member.
P	Time written notification of resolution provided to member	CHAR Always Required	8	Time written notification provided to member. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no written notification was provided to member.
Q	Resolution Description	CHAR Always Required	1,800	Provide a full description of the grievance resolution.
R	AOR receipt date	CHAR Always Required	10	Date the Appointment of Representative (AOR) form or other appropriate documentation received by the MMP. Submit in CCYY/MM/DD format (e.g., 2017/01/01). Answer NA if no AOR form was required.

**MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot
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Column ID	Field Name	Field Type	Field Length	Description
S	AOR receipt time	CHAR Always Required	8	Time the Appointment of Representative (AOR) Form or other appropriate documentation received by MMP. Submit in HH:MM:SS military time format (e.g., 23:59:59). Answer NA if no AOR form was required.
T	First Tier, Downstream, and Related Entity	CHAR Always Required	70	Insert the name of the First Tier, Downstream, and Related Entity that processed the grievance/complaint (e.g., Independent Physician Association, Physicians Medical Group or Third Party Administrator). Answer NA if not applicable.

MMP Service Authorization Requests, Appeals, and Grievances (MMP-SARAG) Pilot Audit Process and Data Request

Table 12: MMP Call Logs (MCL) Record Layout

NOTE: MMPs are not required to submit the information below in the format provided by the record layout as long as the information provided is sufficient for CMS review.

- Include all calls received by your organization (or delegated entity) that (1) relate to your MMP line of business and (2) originate from MMP members or their representatives (i.e., calls to your customer service line or Service Coordinator).
- Exclude any calls not relating to MMP members and exclude any calls related to Part D. MMP member calls related to Part D should be included in the CDAG Call Log universe (applicable to sponsors with MA and MMP lines of business).
- Submit calls by the date the call was received by either your organization or another entity designated to receive customer service calls.
- The review period for this universe will be the 4-week period preceding, and including, the date of the audit engagement letter.

Column ID	Field Name	Field Type	Field Length	Description
A	Member First Name	CHAR Always Required	50	First name of the member.
B	Member Last Name	CHAR Always Required	50	Last name of the member.
C	Cardholder ID	CHAR Always Required	20	Cardholder identifier used to identify the member. This is assigned by the plan.
D	Contract ID	CHAR Optional	5	The contract number (e.g., H1234) of the organization.
E	Plan ID	CHAR Optional	3	The plan number (e.g., 001) of the organization.
F	Date the call was received	CHAR Always Required	10	Provide the date the call was received from the member or their authorized representative. Submit in CCYY/MM/DD format (e.g., 2017/01/01).
G	Time the call was received	CHAR Always Required	8	Provide the time of day the call was received from the member or their authorized representative. Time is in HH:MM:SS military time format (e.g., 23:59:59).
H	Category of the call	CHAR Optional	50	Provide a general category of the call issue(s) (e.g. inquiry, benefit dispute, enrollment, or service question).
I	Description of the call	CHAR Always Required	1,800	Provide a full description of the nature of the incoming call.
J	Resolution Description	CHAR Always Required	1,800	Provide a full description of the call outcome and any resolution. This should include whether a subsequent action was started (service authorization request, plan level appeal or grievance)