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FARMWORKER-CHILD(REN) ANNUAL REPORT AND LOG INSTRUCTIONS

DOCUMENT HISTORY LOG

STATUS ¹	DOCUMENT REVISION ²	EFFECTIVE DATE	DESCRIPTION ³
Baseline	N/A	September 1, 2007	Initial version Uniform Managed Care Manual Chapter 12.1 Children of Migrant Farmworkers Plan and Annual Report Instructions
Revision	1.1	July 31, 2008	Chapter 12.1 is modified to include the Integrated Care Management (ICM) Program.
Revision	1.2	September 1, 2010	Chapter 12.1 is modified to remove the Integrated Care Management (ICM) Program and to update and clarify the instructions.
Revision	2.0	March 1, 2012	Revision 2.0 applies to contracts issued as a result of HHSC RFP numbers X29-10-0020 and X29-12-0002. Chapter 12.1 is modified to revise the due dates for initial plan submission and the process for revisions.
Revision	2.1	November 15, 2015	Revision 2.1 applies to contracts issued as a result of HHSC RFP numbers X29-10-0020, X29-12-0002, X29-13-0042, and X29-13-0071. Applicability is modified to add the STAR Kids Program. The Report is modified to add the STAR Kids Program. Migrant Incentives is modified to add the STAR Kids Program.
Revision	2.2	June 1, 2016	Revision 2.2 applies to contracts issued as a result of HHSC RFP numbers X29-10-0020, X29-12-0002, X29-12-0003, X29-13-0042, and X29-13-0071. "Applicability" is modified to add Children's Medicaid Dental Services. "The Plan" is modified to remove past dates. "The Report" is modified to add Dental Mailing Regions. "Migrant Incentives" is modified to add Dental Mailing Regions.
Revision	2.3	March 1, 2017	The chapter heading is modified to delete "Implemented SFY 2012". "Applicability" is modified to clarify STAR+PLUS applicability; to clarify that the chapter is not applicable to STAR Health; and to clarify the directions. "The Plan" is renamed "The FWC Plan" and modified to



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STATUS ¹	DOCUMENT REVISION ²	EFFECTIVE DATE	DESCRIPTION ³
			<p>clarify the submission requirements and to add a naming convention.</p> <p>"The Report" is renamed "The FWC Annual Report" and modified to clarify the submission requirements and to add a naming convention.</p> <p>"Migrant Incentives" is renamed "Migrant Incentives Supporting Documentation Log (Log)" and the submission requirements are clarified.</p>
Revision	2.4	September 1, 2017	<p>Revision 2.4 applies to contracts issued as a result of HHSC RFP numbers X29-12-0002, X29-12-0003, and X29-13-0071.</p> <p>Chapter title is changed from "Children of Migrant Farmworkers Plan and Annual Report Instructions" to "Farmworker Child(ren) Annual Report and Log Instructions".</p> <p>References to Dental plans and dental contractor are removed to be consistent with the current definition of MCO applicable to this chapter.</p> <p>"Applicability" is modified to remove STAR+PLUS and to remove the reference to the Annual Plan.</p> <p>"The FWC Plan" is removed in its entirety.</p> <p>"The FWC Annual Report" is modified to clarify submission requirements.</p> <p>"Migrant Incentives Supporting Documentation Log (Log)" is deleted in its entirety.</p> <p>"FWC Annual Report Log (FWC Log)" is added.</p>

¹ Status should be represented as "Baseline" for initial issuances, "Revision" for changes to the Baseline version, and "Cancellation" for withdrawn versions

² Revisions should be numbered according to the version of the issuance and sequential numbering of the revision—e.g., "1.2" refers to the first version of the document and the second revision.

³ Brief description of the changes to the document made in the revision.



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**HHSC Medicaid Managed Care Organizations
Instructions and Requirements for the
Farmworker Child(ren) Annual Report and Log**

Applicability of Chapter 12.1

This chapter applies to Managed Care Organizations (MCOs) participating in the STAR Program, STAR Kids Program, and Children’s Medicaid Dental Services. This chapter is not applicable to STAR Health or STAR+PLUS.

Applicability Modified by Versions 1.1, 1.2, 2.0, 2.1, 2.3, and 2.4

For purposes of this Chapter, the term “MCO” includes health maintenance organizations (HMOs), Dental Contractors, exclusive provider organizations (EPOs), insurers, and any other entities licensed or approved by the Texas Department of Insurance (TDI).

Templates for the Farmworker Child(ren) (FWC) Annual Report and Log are included in Chapter 12 of the Uniform Managed Care Manual (UMCM). HHSC may impose contractual remedies against any MCO that fails to provide these Deliverables in a timely or complete manner or in the format specified by HHSC.

The FWC Plan Modified by Versions 1.2, 2.0, and 2.3 and deleted in its entirety by Version 2.4

The Farmworker Child(ren) Annual Report

Each year, the MCO must submit a FWC Annual Report to the Health and Human Services Commission (HHSC) for each managed care program (STAR, STAR Kids, Children’s Medicaid Dental Services) for which the MCO provides services. The MCO must use the template provided in Chapter 12 of the UMCM.

The FWC Annual Report Modified by Versions 2.3 and 2.4

Each FWC Annual Report is due by September 15th each year and will include information about the prior State Fiscal Year (SFY) activity. If September 15th falls on a Saturday or Sunday, the FWC Annual Report will be due the next Business Day.

The MCO must use the following naming convention for the FWC Annual Report 12_3XXXYYPP:

- "12_3" = UMCM chapter of FWC Annual Report template
- “XXX” = the MCO’s alpha abbreviation code
- “YY” = the last two digits of the SFY the reporting year
- “PP” = The MCO must indicate whether the FWC Annual Report is for Dental (DN), STAR (ST), or STAR Kids (SK)

Migrant Incentives Documentation Log Added by Version 1.2 and modified by Versions 2.1 and 2.3 and deleted in its entirety by Version 2.4

Farmworker Child(ren) Annual Report Log

Each MCO must also submit one Farmworker Child(ren) Annual Report Log (FWC Log) for each FWC Annual Report using the template provided in Chapter 12 of the UMCM.



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The FWC Log requires the MCO to provide a list of collaborative efforts with community and statewide organizations, and a list of methods to identify FWC described in the FWC Annual Report. The FWC Log is due by September 15th each year and will include information about the prior SFY activity. If September 15th falls on a Saturday or Sunday, the FWC Log will be due the next Business Day.

FWC Annual Report Log (Log) Added by Version 2.4

The MCO must use the following naming convention for the FWC Log 12_25XXXYYPP:

- "12_25" = UMCM chapter of Migrant Incentives Supporting Documentation Log
- "XXX" = the MCO's alpha abbreviation code
- "YY" = the last two digits of the SFY for the FWC Log reporting year
- "PP" = the MCO must indicate whether the FWC Log is for Dental (DN), STAR (ST), or STAR Kids (SK).

The FWC Log contains two sections (Part 1 and Part 2). Part 1 is for listing collaborative efforts with migrant organizations. Part 2 is for listing methods to identify FWC. The FWC Log will be used as the basis for the Migrant Incentive Process described in Chapter 12.16 of the UMCM.

MCOs must complete each tab in Part 1 of the FWC Log for each of the top 20 organizations. MCO may include more than 20 organizations with which it has collaborative efforts, but only the top 20 organizations listed will be considered for incentives (see Chapter 12.16 of the UMCM for additional information on scoring).

The name of the organization must be clearly identified at the top of each tab. The date, contact name for the organization, and contact's phone number must be listed. The activity type refers to UMCM 12.16 Part 1 of the FWC Log, such as contacting an organization by phone, doing a site visit, and attending health fairs. Select from the drop-down list on type of activity in the activity type section. The comments/results column must briefly explain what occurred during the collaborative effort. If an MCO submitted agreements or any other materials for the activity, it must include a "Y" in this column. If not, then it must include an "N" in this column.

For Part 2 of the FWC Log, MCOs must include an "X" for each month during which an outreach activity was performed during the SFY. The numbers of each activity listed at the top of the document represents each activity as listed on UMCM 12.16 Part 2

A summary of the entries for Part 1 and Part 2 is found in the "For Office use only" section of the FWC Log. MCOs must not enter data on the "For Office use only" tab. This tab contains calculations based on entry of information in Part 1 and Part 2 and is used for determining incentives and disincentives.

Documentation to support content of the FWC Log and the FWC Annual Report must be provided within 5 Business Days of a request from HHSC. HHSC may use the supporting documentation during quality review and program monitoring activities to verify accuracy of the FWC Annual Report and FWC Log.



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The FWC Annual Report, FWC Log, and supporting documentation are subject to the *Frew v. Smith* litigation hold and must be retained by the MCO indefinitely.