



<b>HHSC UNIFORM MANAGED CARE MANUAL</b>  <b>HUB Portal Progress Assessment Report (PAR) Instructions</b>	CHAPTER <b>5.4.4.7</b>	PAGE <b>1 of 3</b>
	EFFECTIVE DATE <b>November 15, 2015</b>	
	<b>Version 2.1</b>	

### DOCUMENT HISTORY LOG

STATUS <sup>1</sup>	DOCUMENT REVISION <sup>2</sup>	EFFECTIVE DATE	DESCRIPTION <sup>3</sup>
Baseline	2.0	December 15, 2014	<p>Initial version Uniform Managed Care Manual Chapter 5.4.4.7, "HUB Portal Progress Assessment Report (PAR) Instructions."</p> <p>Chapter 5.4.4.7 applies to contracts issued as a result of HHSC RFP numbers 529-06-0293, 529-08-0001, 529-10-0020, 529-12-0002, 529-12-0003, and 529-13-0042; and to Medicare-Medicaid Plans (MMPs) in the Dual Demonstration.</p>
Revision	2.1	November 15, 2015	<p>Revision 2.1 applies to contracts issued as a result of HHSC RFP numbers 529-08-0001, 529-10-0020, 529-12-0002, 529-12-0003, 529-13-0042, X529-13-0071, and 529-15-0001; and to Medicare-Medicaid Plans (MMPs) in the Dual Demonstration.</p> <p>Section I "Applicability" is modified to add the STAR Kids Program.</p>

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represented as "Baseline" for initial issuances, "Revision" for changes to the Baseline version, and "Cancellation" for withdrawn versions

<sup>2</sup> 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.

<sup>3</sup> Brief description of the changes to the document made in the revision.



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**INSTRUCTIONS FOR COMPLETING THE ADMINISTRATIVE SERVICES HUB  
SUBCONTRACTING PLAN PROGRESS ASSESSMENT REPORT USING THE HHS HUB  
PORTAL REPORTING SYSTEM  
(FOR CONTRACTS EXECUTED IN OR AFTER 2007)**

**I. Applicability**

This chapter applies to Managed Care Organizations (MCOs) participating in STAR, STAR+PLUS (including the Medicare-Medicaid Dual Demonstration), CHIP, STAR Kids, or STAR Health Programs, or Dental Contractors providing Texas Medicaid and CHIP Dental Services to Members through dental health plans. In the chapter, references to “CHIP” or the “CHIP Managed Care Program(s)” apply to the CHIP Program and the CHIP Dental Contractors. References to “Medicaid” or the “Medicaid Managed Care Program(s)” apply to the STAR, STAR+PLUS, STAR Kids, and STAR Health Programs, and the Medicaid Dental Contractors. The term “MCO” includes health maintenance organizations (HMOs), exclusive provider organizations (EPOs), insurers, Dental Contractors, Medicare-Medicaid Plans (MMPs), and any other entities licensed or approved by the Texas Department of Insurance.

The requirements in this chapter apply to all MCOs' Contracts originally executed in or **after 2007**.

**II. Objective**

MCOs contracting with the State of Texas to provide comprehensive health care services to qualified Program recipients must submit the HUB Subcontracting Plan (HSP) Prime Contracting Progress Assessment Report (PAR), in accordance with the Contract requirements, [Texas Government Code § 2161.253](#), and [34 Texas Administrative Code § 20.14 \(f\)\(1\)](#).

**III. General**

HSP PAR is a monthly report submitted by the MCO during the Contract Term. The HHSC HUB Program Office uses the report to monitor the MCO's utilization based off the Contractor's HSP, and to maintain compliance in accordance with [34 Texas Administrative Code § 20.14 \(f\)\(1\)](#). The PAR must be completed and submitted to the HHSC HUB Office using the Health and Human Services (HHS) HUB Portal reporting system. Each report covers the preceding month's activities. Submission of the PAR is due by the 5th day of March and September, and by the 10th day of all other months. Should the 5th or 10th day fall on a weekend, the PAR will be due on the last business day before the 5th or 10th.

The HHSC HUB Program Office will monitor and audit the MCO's PAR to determine if Administrative Services Subcontract utilization meets or exceeds the MCO's good faith efforts as specified in the Contract. If the MCO is meeting or exceeding its good faith efforts, the HHSC HUB Program Office will maintain documentation of all audits conducted. If the MCO fails to

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meet the HUB requirements, the HHSC HUB Program Office will contact the Project/Contract Manager/Purchasing Representative and MCO to discuss any deficiencies. The MCO will be given an opportunity to submit documentation and provide explanation for failure to comply with its "Good Faith Effort" in accordance with [34 Texas Administrative Code § 20.14 \(f\)\(2\)](#), and may be subject to contractual remedies for failure to comply.

#### **IV. Data Entry for the HSP PAR**

The HSP PAR is to be completed and submitted to the HHSC HUB Office in accordance with the steps outlined in the HHS HUB Portal User Guide provided to Contractors at the HUB Post Award Meeting. The HUB Portal User Guide is also available electronically from the HUB Portal Help Screen.