

Attachment X - Reports

** Submit all Monthly/Quarterly reports by the 10th of the following month or quarter (as appropriate) if that day is a weekday; if not the next available business day.*

Attachment X Reports and Meetings			
<u>RFP Section</u>	<u>Report</u>	<u>Submission Timeframe</u>	<u>Evidence Received/Approved By DPSCS Personnel:</u>
3.7.4	Vacancies, recruitment efforts and proposed new hires	Monthly	Contract Manager
3.10.4	EHR and HIPPA compliance training	within 5 working days of completion of training	Contract Manager
3.20.2	Meeting Agenda	at least 10 days prior to each meeting	Contract Manager
3.20.3	Meeting Minutes	within five (5) days of the meeting	Contract Manager
3.21.5.2	Initial Physical Inventory Report	within 20 days after current contract's expiration date	Contract Manager
3.21.5.2	Annual Physical Inventory Report	Annually within last thirty (30) days of each contract year; due no later than June 30th of each year	Contract Manager
3.23.2.1.1	Sick Call Log	Monthly	ACOM
3.29.5	Peer Review Report	Monthly	CMO
3.32.2.1	Security Incident Report (SIR)	within 24 hours of occurrence	Director of Nursing
3.32.2.2	Serious Incident Report Summary (SIRS)	Quarterly	Director of Nursing
3.34.2	Sexual Assault Report	within 24 hours of occurrence	Director of Nursing
3.36.3.1.3 3.29	Administrative Remedy Procedure (ARP) Report	Monthly	Contract Manager
3.36.3.1.3.1	Compliance Report of Duval vs. O'Malley	Monthly	Contract Manager
3.37.1.1 3.29.2	Utilization Management and Utilization Review Report	Within 15 days after annual review	CMO
3.39.3.4	Corrective Action of disaster drills	within 24 days of the completion of the disaster, drill or reheasal	CMO

*** Submit all SemiAnnual / Annual reports by the last day of the month following the end of year if that day is a weekday; if not the next available business day.*

**Attachment X
Meetings**

**Proposed meeting agendas shall be submitted to the DPSCS Contract Manager and all applicable Department staff at least 10 days prior to each meeting.*

Attachment X Reports and Meetings			
<u>RFP Section</u>	<u>Meeting</u>	<u>Timeframe</u>	<u>Attendees:</u> <u>[along w/Contractor's Statewide Dental Director]</u>
3.4.3	Regional Disciplinary Trends/Cost Effective Practices	Quarterly	<ul style="list-style-type: none"> • Contractor's Contract Manager • Contractor's Statewide Dental Director • other DPSCS Health Care Contractors (as requested)
3.19.1	Initial Start Up Meeting	Once within three (3) days after Contract Commencement	DPSCS Contract Manager Contractor's Contract Manager
3.19.2	Initial Kick-Off Meetings	to be determined by DPSCS Contract Manager in cooperation w/Contractor's Contract Manager	DPSCS Contract Manager Contractor's Contract Manager
3.28.2(1)	Quarterly Statewide Multi-Contractor Continuous Quality Improvement (CQI) Meeting	Quarterly	chaired by the Contractor's UM Medical Director: Department's Medical Director, Director of Mental Health Services, Director of Nursing and Director of Social Work; (b). The Contractor's Statewide Dental Director and Contract Manager (c). The Contractor's sub-contractors may attend,
3.28.2(2)	Quarterly Regional Multi-Contractor Continuous Quality Improvement (CQI) Meeting	Quarterly	chaired by the Contractor's UM Medical Director: Department's Medical Director, Director of Mental Health Services, Director of Nursing and Director of Social Work; (b). The Contractor's Statewide Dental Director and Contract Manager (c). The Contractor's sub-contractors may attend,
3.32.1.1	Monthly Regional Pharmacy and Therapeutics (P & T) Meeting	Monthly	Contractor's Regional Mental Health Director and Regional Director of Nursing Medical and Dental Representatives

**Attachment X
Meetings**

**Proposed meeting agendas shall be submitted to the DPSCS Contract Manager and all applicable Department staff at least 10 days prior to each meeting.*

<u>RFP Section</u>	<u>Meeting</u>	<u>Timeframe</u>	<u>Attendees:</u> <u>[along w/Contractor's Statewide Dental Director]</u>
3.32.1.2	Quarterly Statewide Pharmacy and Therapeutics (P & T) Meeting	Quarterly	Contractor's Statewide Mental Health Director and Statewide Director of Nursing Medical Representatives, Dental Representatives, the DPSCS Medical Director, the DPSCS Director of Nurses, the DPSCS Director of Mental Health Services, Regional Pharmacists
3.40.2	Multi-Disciplinary Statewide Infection Control Meeting [within each Service Delivery Area]	Monthly	Representatives of the Mental Health Contractor Representatives of the Medical Contractor Pharmacy Contractor's Statewide Director DPSCS Director of Infection Control ACOMs DPSCS Contract Manager DPSCS Medical Director ~ as appropriate and necessary ~ representatives from the Dental Contractor, local health departments, the Department of Health and Mental Hygiene, and the AIDS Administration