January, 2019

Dear UCare Delegate,

The Centers for Medicare and Medicaid Services (CMS) has placed increased importance on health plan reporting of assessments for members in CMS Special Needs Plans, such as Minnesota Senior Health Options (MSHO). Because CMS includes health risk assessment data as a CMS Star measure, it is important that health plans capture this information correctly and according to the CMS technical reporting requirements. As a result, it is critical that health plans report data that captures the excellent work that is being done through our county, care system, and agency partners.

The Minnesota Department of Human Services (DHS) provides health plans with an annual data file showing assessments reported in the MMIS system for each year. However, the DHS data does not include data on certain assessments, such as health risk assessments not entered in MMIS or assessments for institutionalized members. It is UCare’s expectation that an assessment be conducted on each member at least initially and on an annual basis. Delegates are required to show evidence of all assessments.

In 2013 UCare implemented monthly log reporting for all MSHO assessments and will be continuing this monthly reporting in 2019. Attached you will find the updated 2019 Part C MSHO Assessment log. Please continue to complete a monthly log that indicates when an assessment is conducted on a member and the type of assessment/activity.

**INSTRUCTIONS:**

Do not change the format of the Excel spreadsheet

1. Use the attached Excel spreadsheet to report your monthly MSHO assessments/activities. Do **not** add MSC+ assessments to the Excel spreadsheet.
2. Only indicate HRA assessment data, do not indicate 6 month assessments.
3. Only add comments to the comment section. Do **Not** add comments to any other column on the spreadsheet.
4. Complete a separate log for each month.
5. Every month, your agency should submit one combined Excel spreadsheet that has all of the assessments done by your Care Coordinators.
6. If you miss an assessment on the previous month’s log, add it to the current month’s log.
7. The spreadsheet must be completed in the Excel format and returned electronically, no hard copies.
8. Save the spreadsheet in the following format: delegate/month/year. **EXAMPLE:** CrowwingMay2019.
9. All Excel spreadsheets need to be emailed to UCare at assessmentreporting@ucare.org by the 10th of the following month for the previous month’s activity. DO **NOT** email these spreadsheets to other staff at UCare.

**DEFINITIONS:**

- **Living status** – Community or Institutional – shows where member resided in 2018.
- **Date of last assessment completed in 2018** – indicate the date of the last assessment conducted in 2018.
- **Date of current assessment in 2019** – indicate the date of the assessment you conducted for the current month’s report. If more than one assessment was conducted within the month, use a separate line for each assessment.

Please contact the Clinical Liaisons at clinicalliaison@ucare.org with any questions you may have. Thank you.