

ECM Provider Reporting Schedule

Updated December 2022

Report & Naming Convention	Due Date	Responsible Party
<ul style="list-style-type: none"> Targeted Engagement List (TEL) <i>(via Collective Medical)</i> PHC Sends Member Information File (MIF) <i>(via sFTP)</i> <ul style="list-style-type: none"> <i>Facility Name_MIF_Date</i> Provider Capacity Survey <i>(Google Forms survey via email link)</i> Email sent to providers notifying upload has occurred. 	1 st Week of the Month	PHC
<ul style="list-style-type: none"> Provider Capacity Survey Due 	2 nd Monday of the Month	ECM Provider
<ul style="list-style-type: none"> ECM Provider Return Transmission File (RTF) <i>(File sent via sFTP Folders)</i> <ul style="list-style-type: none"> <i>Facility Name_RTFF_Date</i> ECM Provider Initial Outreach Tracker File (IOT) <i>(File sent via sFTP Folders)</i> <ul style="list-style-type: none"> <i>Facility Name_IOT_Date</i> Potential ECM Member Referral File <i>(Optional)</i> 	2 nd Friday of the Month	ECM Provider
<ul style="list-style-type: none"> Data Analysis, Review & Screening <ul style="list-style-type: none"> Communicate Discrepancies found on files <i>(via email)</i> 	3 rd Week of the Month	PHC
<ul style="list-style-type: none"> Create new MIFs and TELs and prepare next month's Capacity Survey 	4 th Week of the Month	PHC