STATE OF MICHIGAN

Prepaid Inpatient Health Plan (PIHP)

SCHEDULE E
CONTRACTOR REPORTING REQUIREMENTS

FINANCIAL PLANNING, REPORTING AND SETTLEMENT
The Contractor must provide the financial reports to the State as listed below. Forms, instructions and other reporting resources are posted to the MDHHS website address at: http://www.michigan.gov/mdhhs/0,1607,7-132-2941_38765---,00.html

Unless otherwise noted in the Reporting Mailbox column below, submit completed reports electronically (Excel or Word) to: MDHHS-BHDDA-Contracts-MGMT@michigan.gov

Due Date	Report Title	Report Frequency	Report Period	Reporting Mailbox
October 1	SUD Budget Report	Projection/Initial	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
November 15	Program Integrity Activities	Quarterly	July 1 to September 30	Contractor's MDHHS OIG sFTP Area
February 15			October 1 to December 31	
May 15			January 1 to March 31	
August 15			April 1 to June 30	
November 15	Complete Subcontracted Entity List	Annually	Current	Contractor's MDHHS OIG sFTP Area
December 3	Risk Management Strategy	Annually	To cover the current fiscal year	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
December 31	Medicaid Services Verification Report	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
March 13	DHHS Incentive Payment DHIP Report	Annually	October 1 to September 30	Electronic version of the DHIP CAFAS report (and if applicable PECAFAS report) for each CMHSP to Claudine Falkowski at falkowskic@michigan.gov
April 16	SUD – Women's Specialty Services (WSS) Mid-Year Expenditure Status Report	Mid-Year	October 1 to March 31	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
May 31	Mid-Year Status Report	Mid-Year	October 1 to March 31	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
May 31	Encounter Quality Initiative Report (EQI)	Four months	October to January	QMPMeasures@michigan.gov
June 1	SUD – Notice of Excess or Insufficient Funds	Projection	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
August 15	SUD – Charitable Choice Report	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
August 15	PIHP Medicaid FSR Bundle MA, HMP, Autism & SUD	Projection (Use tab in FSR Bundle)	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
September 30	Encounter Quality Initiative Report (EQI)	Eight Months	October to May	QMPMeasures@michigan.gov
October 1	Medicaid YEC Accrual	Final	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
October 1	SUD YEC Accrual	Final	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
October 1	SUD Budget Report	Projection	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov

Due Date	Report Title	Report Frequency	Report Period	Reporting Mailbox
October 30	Intensive Crisis Stabilization Services (ICSS) for Children Annual Data Report	Annually	October 1 to September 30	email completed report to ShaRon Crandell at creandells@michignan.gov
November 1	PIHP Medicaid FSR Bundle MA, HMP, Autism & SUD	Interim (Use tab in FSR Bundle)	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
November 15	Complete Subcontracted Entity List	Annually	Current	Contractor's MDHHS OIG sFTP Area
December 31	Medicaid Services Verification Report	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 21	Direct Care Wage Attestation Form	Annually	For the prior fiscal year ending September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	SUD – Primary Prevention Expenditures by Strategy Report	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	SUD Budget Report	Final	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	SUD – Legislative Report/Section 408	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	SUD – Special Project Report: (Applies only to PIHP's with earmarked allocations for Flint Odyssey House Sacred Heart Rehab Center Saginaw Odyssey House)	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	PIHP Medicaid FSR Bundle - MA. HMP, Autism & SUD	Final (Use tab in FSR Bundle)	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	Encounter Quality Initiative Report (EQI)	Annually	October 1 to September 30	QMPMeasures@michigan.gov
February 28	PIHP Executive Administrative Expenditures Survey for Sec. 904(2)(k)	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	Medical Loss Ratio	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
February 28	Attestation to accuracy, completeness, and truthfulness of claims and payment data	Annually	For the prior fiscal year ending September 30	QMPMeasures@michigan.gov
March 31	SUD - Maintenance of Effort (MOE) Report	Annually	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
June 30	SUD – Audit Report	Annually	October 1 to September 30 (Due 9 months after close of fiscal year)	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
30 Days after submission	Annual Audit Report, Management Letter, and CMHSP Response to the Management Letter.	Annually	October 1 to September 30	MDHHSAuditReports@michigan.gov
30 Days after submission	Compliance exam and plan of correction	Annually	October 1 to September 30	MDHHSAuditReports@michigan.gov

CONTRACTOR NON-FINANCIAL REPORTING REQUIREMENTS SCHEDULE INCLUDING SUD REPORTS

The Contractor must provide the following reports to the State as listed below.

Due Date	Report Title	Report Period	Reporting Mailbox
January 31	Children Referral Report	October 1 to December 31	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
January 31	SUD – Injecting Drug Users 90% Capacity Treatment Report	October 1 to December 31	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
January 31	Veteran Services Navigator (VSN) Data Collection form	October 1 to December 31	Submit through: DCH-File Transfer
March 31	Performance Indicators	October 1 to December 31	QMPMeasures@michigan.gov
April 30	Children Referral Report	January 1 to March 31	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
April 30	SUD – Injecting Drug Users 90% Capacity Treatment Report	January 1 to March 31	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
April 30	Veteran Services Navigator (VSN) Data Collection form	January 1 to March 31	Submit through: DCH-File Transfer
April 30	Sentinel Events Data Report	October 1 to March 31	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
June 30	Performance Indicators	January 1 to March 31	QMPMeasures@michigan.gov
July 1	Narrative report on findings and any actions taken to improve data quality on BH-TEDS military and veterans fields.	October 1 to March 31	Submit through: DCH-File Transfer
July 15	Compliance Check Report (CCR)		MDHHS-BHDDA-Contracts-MGMT@michigan.gov with cc to: ohs@michigan.gov and ColemanL7@michigan.gov
July 15	Michigan Gambling Disorder Prevention Project (MGDPP) 3Q Narrative Report*	April 1 to June 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov and a copy to LucasA3@michigan.gov.
July 31	Children Referral Report	April 1 to June 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
July 31	SUD – Injecting Drug Users 90% Capacity Treatment Report	April 1 to June 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
July 31	Veteran Services Navigator (VSN) Data Collection form	April 1 to June 30	Submit through: DCH-File Transfer
July 31	Increased data sharing with other providers/ ADT Narrative	October 1 to June 30	Submit through: DCH-File Transfer

Due Date	Report Title	Report Period	Reporting Mailbox
September 30	Performance Indicators	April 1 to June 30	QMPMeasures@michigan.gov
October 31	Children Referral Report	July 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
October 31	SUD – Injecting Drug Users 90% Capacity Treatment Report	July 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
October 31	SUD – Youth Access to Tobacco Activity Annual Report	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
October 31	Veteran Services Navigator (VSN) Data Collection form	October 1 to September 30	Submit through: DCH-File Transfer
October 31	Sentinel Events Data Report	April 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
TBD	SUD – Synar Coverage Study Canvassing Forms	Regions participating and Study Period TBD	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
November 15	Performance Bonus Incentive Narrative on "Increased participation in patient-centered medical homes characteristics".	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
November 30	SUD – Communicable Disease (CD) Provider Information Report (Must submit only if PIHP funds CD services)	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
November 30	Women Specialty Services (WSS) Report	October 1 to September 30	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
December 31	Performance Indicators	July 1 to September 30	QMPMeasures@michigan.gov
Quarterly	SUD – Injecting Drug Users 90% Capacity Treatment Report	October 1 – September 30 Due last day of month, following the last month of the quarter.	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
Quarterly	Children Referral Report	October 1 – September 30 Due last day of month, following the last month of the quarter.	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
Monthly	SUD - Priority Populations Waiting List Deficiencies Report	October 1 – September 30 Due last day of month following month in which exception occurred. Must submit even if no data to report	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
Monthly	SUD – Behavioral Health Treatment Episode Data Set (BH- TEDS)	October 1 to September 30 Due last day of each month. See resources at: http://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_38765---,00.html	Submit via DEG at : https://milogintp.michigan.gov.

Due Date	Report Title	Report Period	Reporting Mailbox
Monthly (minimum 12 submissions per year)	SUD - Encounter Reporting via HIPPA 837 Standard Transactions	October 1 to September 30 See resources at: http://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_38765---,00.html	Submit via DEG at: https://milogintp.michigan.gov.
Monthly*	Consumer-Level Data 1. Quality Improvement 2. Encounters	October 1 to September 30. See resources at: http://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_38765---,00.html	MDHHS-BHDDA-Contracts-MGMT@michigan.gov
Monthly	Critical Incidents		Submit to PIHP Incident Warehouse at: https://mipihpwarehouse.org/MVC/Documentation
Annually	SUD - Communicable Disease (CD) Provider Information Plan (Must submit only if PIHP funds CD services)	October 1 to September 30 Same due date as Annual Plan.	MDHHS-BHDDA-Contracts-MGMT@michigan.gov

*Reports required if the Contractor is participating in optional programs

NOTE: To submit via Data Exchange Gateway (DEG) to the State/MIS Operations
Client Admission and Discharge client records must be sent electronically to:
Michigan Department of Health and Human Services
Michigan Department of Technology, Management & Budget
Data Exchange Gateway (DEG)
For admissions: put c:/4823 4823@dchbull
For discharges: put c:/4824 4824@dchbull

Behavioral Health-Treatment Episode Data Set (BH-TEDS) collection/recording and reporting requirements including technical specifications, file formats, error descriptions, edit/error criteria, and explanatory materials on record submission are located on MDHHS's website at: https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_38765---,00.html