# FINANCIAL PLANNING, REPORTING AND SETTLEMENT

The PIHP shall provide the financial reports to MDHHS as listed below. Forms and instructions are posted to the MDHHS website address at: <http://www.michigan.gov/mdhhs/0,1607,7-132-2941_38765---,00.html>

Submit completed reports electronically (Excel or Word) to: MDHHA-MHSA-Contracts-MGMT@michigan.gov except for reports noted in table below.

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| **Due Date** | **Report Title** | **Report Period** |
| 10/1/2015 | SUD – Revenue & Expenditure Report (RER) – Initial | October 1to September 30 |
| 1/31/2016 | SUD – Financial Status Report | October 1 to December 31 |
| 4/30/2016 | SUD – Financial Status Report | January 1 to March 31 |
| 5/31/2016 | Mid-Year Status Report | October 1 to March 31 |
| 6/01/2016 | SUD – Notice of Excess or Insufficient Funds | October 1 to September 30 |
| 7/31/2016 | SUD – Financial Status Report | April 1 to June 30 |
| 8/15/2016 | SUD – Charitable Choice Report | October 1 to September 30 |
| 8/15/2016 | Projection Financial Status Report – Medicaid | October 1 to September 30 |
| 8/15/2016 | Projection Medicaid – Shared Risk Calculation & Risk Financing | October 1 to September 30 |
| 8/15/2016 | Projection Medicaid – Internal Service Fund | October 1 to September 30 |
| 8/15/2016 | Projection Medicaid Contract Settlement Worksheet | October 1 to September 30 |
| 8/15/2016 | Projection Medicaid Contract Reconciliation & Cash Settlement | October 1 to September 30 |
| 9/XX/2016 | SUD – Preliminary Closeout Report (REREXP-Obligation) | October 1 to September 30 (Due date will be determined by Budget Office in August for year-end closing) |
| 10/1/2016 | Medicaid Year End Accrual Schedule | October 1 to September 30 |
| 11/10/2016 | Interim Financial Status Report – Medicaid | October 1 to September 30 |
| 11/10/2016 | Interim Medicaid – Shared Risk Calculation & Risk Financing | October 1 to September 30 |
| 11/10/2016 | Interim Medicaid – Internal Service Fund | October 1 to September 30 |
| 11/10/2016 | Interim Medicaid Contract Settlement Worksheet | October 1 to September 30 |
| 11/10/2016 | Interim Medicaid Contract Reconciliation & Cash Settlement v 2009-2 | October 1 to September 30 |
| 11/30/2016 | SUD – Financial Status Report (Final) | July 1 to September 30 |
| 1/31/2017 | Annual Report on Fraud and Abuse Complaints | October 1 to September 30 |
| 2/28/2017 | SUD – Primary Prevention Expenditures by Strategy Report | October 1to September 30 |
| 2/28/2017 | SUD – Revenue & Expenditure Report – (RER) Final | October 1 to September 30 |
| 2/28/2017 | SUD – Legislative Report/Section 408 | October 1 to September 30 |
| 2/28/2017 | SUD – Special Projects, Earmark funded:  Flint Odyssey House  Sacred Heart Rehab Center  Hispanic Services  Saginaw Odyssey House  (Applies only to PIHP’s who have earmarked allocations for these Programs) | October 1 to September 30 |
| 2/28/2017 | Final Financial Status Report – Medicaid | October 1 to September 30 |
| 2/28/2017 | Final Shared Risk Calculation & Risk Financing | October 1 to September 30 |
| 2/28/2017 | Final Medicaid – Internal Service Fund | October 1 to September 30 |
| 2/28/2017 | Final Medicaid Contract Settlement Worksheet | October 1 to September 30 |
| 2/28/2017 | Final Medicaid Contract Reconciliation & Cash Settlement | October 1 to September 30 |
| 2/28/2017 | Medicaid Utilization and Cost Report (MUNC) | See Attachment P 6.5.1.1 Submit report to: QMPMeasures@michigan.gov |
| 2/28/2017 | Medicaid Community Inpatient Psychiatric Services Expenditure Report | FY 14 expenditures |
| 2/28/2017 | Administrative Cost Report | For the fiscal year ending October 1 to September 30 |
| 3/31/2017 | SUD - Maintenance of Effort (MOE) Report | October 1 to September 30 |
| 6/30/2017 | SUD – Audit Report | October 1 to September 30 (Due 9 months after close of fiscal year) |
| 30 Days after submission | Annual Audit Report, Management Letter, and CMHSP Response to the Management Letter. Compliance exam and plan of correction | October 1 to September 30  Submit reports to:  MDHHSAuditReports@michigan.gov |
| Monthly (Last day each month) | BH-TEDS- Treatment Episode Data Set (TEDS) | October 1 to September 30 (Via DEG to MDHHS/MIS Operations – see note below) |
| Monthly (Last day of month following the month in which the data was uploaded) | SUD - Michigan Prevention Data System (MPDS) | October 1 to September 30 (submit to: mdhhs.sudpds.com) |
| Monthly (minimum 12 submissions per year) | SUD - Encounter Reporting via HIPPA 837 Standard Transactions | October 1 to September 30 (Via DEG to MDHHS/MIS Operations – see note below) |

**NOTE: To submit via DEG to MDHHS/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

# PIHP NON-FINANCIAL REPORTING REQUIREMENTS SCHEDULE INCLUDING SUD REPORTS

The PIHP shall provide the following reports to MDHHS as listed below.

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| **Due Date** | **Report Title** | **Report Period** |
| 11/29/2015 | SUD – Synar Coverage Study Canvassing Forms | October 1 to September 30 |
| 03/15/2016 | SUD – Tobacco/Formal Synar – Youth Access to Tobacco (YAT) Compliance Checks Report | February 1 to 28 |
| 03/31/2016 | Performance Indicators (2) |  |
| 04/30/2016 | SUD – Sentinel Events Data Report (residential treatment only) | October 1 to March 31 |
| 06/30/2016 | Performance Indicators |  |
| 08/31/2016 | Consumer Satisfaction raw data |  |
| 09/30/2016 | Performance Indicators |  |
| 10/31/2016 | SUD – Youth Access to Tobacco Activity Annual Report | October 1 to September 30 |
| 10/31/2016 | SUD – Sentinel Events Data Report (residential treatment only) | April 1 to September 30 |
| 11/30/2016 | SUD – Tobacco Retailer Master List Updates | October 1 to September 30 |
| 11/30/2016 | SUD – Communicable Disease (CD) Provider Information Report (Must be submitted only if PIHP funds CD services) | October 1 to September 30 (e-mail to mdhhs-BDDHA@michigan.gov) |
| 12/31/2016 | Performance Indicators |  |
| 02/28/2017 | Medicaid Utilization and Cost Report (MUNC) | October 1, 2014 to September 30 2015 submit report to QMPMeasures@michigan.gov |
| Quarterly | SUD – Injecting Drug Users 90% Capacity Treatment Report | October 1 – September 30 – Due end of month following the last month of the quarter. |
| Monthly | SUD - Priority Populations Waiting List Deficiencies Report | October 1 – September 30 – Due end of month following the month in which the exception occurred (must submit even if no data to report) |
| Monthly (Last day each month) | SUD - Treatment Episode Data Set (TEDS) | October 1 to September 30 (Via DEG to MDHHS/MIS Operations – see note below) |
| Monthly (Last day of month following the month in which the data was uploaded) | SUD - Michigan Prevention Data System (MPDS) | October 1 to September 30 (submit to: mdhhs.sudpds.com) |
| Monthly (minimum 12 submissions per year) | SUD - Encounter Reporting via HIPPA 837 Standard Transactions | October 1 to September 30 (Via DEG to MDHHS/MIS Operations – see note below) |
| Monthly | Consumer level\*\*   1. Quality Improvement (1) 2. Encounter (1) | October 1 to September 30 |
| Monthly | Critical Incidents (3) |  |
| Annually (Same due date as Annual Plan) | SUD - Communicable Disease (CD) Provider Information Plan (Must be submitted only if PIHP funds CD services) | October 1 to September 30 |

\*\*Consumer level data must be submittedwithin 30 days following adjudication of claims for services provided, or in cases where claims are not part of the PIHP’s business practices, within 30 days following the end of the month in which services were delivered.

**NOTE: To submit via DEG to MDHHS/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

1. Send data to MDHHS MIS via DEG (see above)
2. Send data to MDHHS, BHDDA, Division of Quality Management and Planning
3. Web-based reporting. See instructions on MDHHS web site at [www.michigan.gov/mdhhs/bhdda](http://www.michigan.gov/mdhhs/bhdda) and click on Reporting Requirements