

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: MDHHS-MHSA-Contracts-MGMT@michigan.gov except for reports noted in table below.

<u>Due Date</u>	<u>Report Title</u>	<u>Report Period</u>
10/1/2014	SUD – Revenue & Expenditure Report (RER) – Initial	October 1 to September 30
1/31/2015	SUD – Financial Status Report	October 1 to December 31
4/30/2015	SUD – Financial Status Report	January 1 to March 31
5/31/2015	Mid-Year Status Report	October 1 to March 31
6/01/2015	SUD – Notice of Excess or Insufficient Funds	October 1 to September 30
7/31/2015	SUD – Financial Status Report	April 1 to June 30
8/15/2015	SUD – Charitable Choice Report	October 1 to September 30
8/15/2015	Projection Financial Status Report – Medicaid	October 1 to September 30
8/15/2015	Projection Medicaid – Shared Risk Calculation & Risk Financing	October 1 to September 30
8/15/2015	Projection Medicaid – Internal Service Fund	October 1 to September 30
8/15/2015	Projection Medicaid Contract Settlement Worksheet	October 1 to September 30
8/15/2015	Projection Medicaid Contract Reconciliation & Cash Settlement	October 1 to September 30
9/XX/2015	SUD – Preliminary Closeout Report (RREXP-Obligation)	October 1 to September 30 (Due date will be determined by Budget Office in August for year-end closing)
10/15/2015	Medicaid Year End Accrual Schedule	October 1 to September 30
11/10/2015	Interim Financial Status Report – Medicaid	October 1 to September 30
11/10/2015	Interim Medicaid – Shared Risk Calculation & Risk Financing	October 1 to September 30
11/10/2015	Interim Medicaid – Internal Service Fund	October 1 to September 30
11/10/2015	Interim Medicaid Contract Settlement Worksheet	October 1 to September 30
11/10/2015	Interim Medicaid Contract Reconciliation & Cash Settlement v 2009-2	October 1 to September 30
11/30/2015	SUD – Financial Status Report (Final)	July 1 to September 30
1/31/2016	Annual Report on Fraud and Abuse Complaints	October 1 to September 30

PIHP REPORTING REQUIREMENTS

1/31/2016	SUD – Primary Prevention Expenditures by Strategy Report	October 1 to September 30
1/31/2016	SUD – Revenue & Expenditure Report – (RER) Final	October 1 to September 30
1/31/2016	SUD – Legislative Report/Section 408	October 1 to September 30
1/31/2016	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
2/28/2016	Final Financial Status Report – Medicaid	October 1 to September 30
2/28/2016	Final Shared Risk Calculation & Risk Financing	October 1 to September 30
2/28/2016	Final Medicaid – Internal Service Fund	October 1 to September 30
2/28/2016	Final Medicaid Contract Settlement Worksheet	October 1 to September 30
2/28/2016	Final Medicaid Contract Reconciliation & Cash Settlement	October 1 to September 30
2/28/2016	Medicaid Utilization and Cost Report (MUNC)	See Attachment P 6.5.1.1 Submit report to: QMPMeasures@michigan.gov
2/28/2016	Medicaid Community Inpatient Psychiatric Services Expenditure Report	FY 13expenditures
3/31/2016	Administrative Cost Report	For the fiscal year ending October 1 to September 30
3/31/2016	SUD - Maintenance of Effort (MOE) Report	October 1 to September 30
6/30/2016	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)	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)

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@MDHHSbull
 For discharges: put c:/4824 4824@MDHHSbull

**PIHP NON-FINANCIAL REPORTING REQUIREMENTS SCHEDULE INCLUDING
 SUD REPORTS**

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

<u>Due Date</u>	<u>Report Title</u>	<u>Report Period</u>
11/29/2014	SUD – Synar Coverage Study Canvassing Forms	October 1 to September 30
03/15/2015	SUD – Tobacco/Formal Synar – Youth Access to Tobacco (YAT) Compliance Checks Report	February 1 to 28
03/31/2015	Performance Indicators (2)	
04/30/2015	SUD – Sentinel Events Data Report (residential treatment only)	October 1 to March 31
06/30/2015	Performance Indicators	
08/31/2015	Consumer Satisfaction raw data	
09/30/2015	Performance Indicators	
10/31/2015	SUD – Youth Access to Tobacco Activity Annual Report	October 1 to September 30
10/31/2015	SUD – Sentinel Events Data Report (residential treatment only)	April 1 to September 30
11/30/2015	SUD – Tobacco Retailer Master List Updates	October 1 to September 30
11/30/2015	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)
12/31/2015	Performance Indicators	
02/28/2016	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)	SUD - Treatment Episode Data Set (TEDS)	October 1 to September 30 (Via

Medicaid Managed Specialty Supports and Services Concurrent 1915(b)/(c) Waiver Program FY 15: Attachment P7.7.1.1
PIHP REPORTING REQUIREMENTS

each month)		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** a. Quality Improvement (1) b. 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 submitted-within 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@MDHHSbull
For discharges: put c:/4824 4824@MDHHSbull

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/mhsa and click on Reporting Requirements