

**Reporting Requirements for MSHN SUD Providers
FY 2023**

Contractor Type (Prevention, Treatment, Recovery or All):	Required Report:	Due Date: (If on a weekend, the following Monday)	Report Submitted to :	Method of Submission (email, web portal, etc.):	Submission Form (Template, etc):
Cost Reimbursement Contracts only	Equipment Inventories (\$5000 or more per unit) (Cost Reimbursement or Cost Settlement Contracts Only)	With Budget Prior to Oct 1st	amy.keinath@midstatehealthnetwork.org	EMAIL	NO TEMPLATE
Cost Reimbursement Contracts - TX & PREV	Monthly Financial Status Reports	10th of month following service date	Box - by invitation only	WEB PORTAL (Box)	PROGRAM AGENCY FOLDER
Prevention	Michigan Prevention Data System (MPDS) (NOTE: All direct face to face activities paid in full or part by MSHN must be entered following guidelines in	10th of the month following the month services were delivered	web based submission in the MPDS system (mpds.sudpds.com)	WEB PORTAL	N/A
Prevention	Prevention Outcomes Report (Oct 1st to Sept 30th)	11/15/2023	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention	MPDS Direct Service Hours Report	1/15/23 and 7/15/23	Box - by invitation only	WEB PORTAL (Box)	MPDS Report (Excel)
Prevention	SUD Prevention Annual Plan and Budget	6/1/2023	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Tobacco/Formal Synar-PROTOCOL FORM - YTA COMPLIANCE CHECK REPORTING	Postmarked or delivered to MSHN by the third day after identified MSHN Formal Synar Period	Sarah.Andreotti@midstatehealthnetwork.org	SEND ORIGINAL SYNAR FORM BY MAIL or hand deliver to MSHN Offices: 530 W. Ionia; Ste. F; Lansing, MI. 48933	FORMS SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Formal Synar Spreadsheet	7/9/2022	Sarah.Andreotti@midstatehealthnetwork.org	Email to Sarah	Template sent BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Non-Synar Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	5/30/2023	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Non-Synar Report (DYTUR Contracted Providers) (Jul 1st to Sep 30th)	10/15/2023	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Tobacco Vendor Education Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	5/30/2023	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Tobacco Vendor Education Report (DYTUR Contracted Providers) (Jul 1st to Sep 30th)	10/15/2023	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Tobacco Retailer Master List Updates (DYTUR Contracted Providers)	30 Business Days after master list is submitted to provider by MSHN	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Youth Access to Tobacco Activity Annual Report (DYTUR Contracted Providers)	10/10/2022	Survey Monkey - by invitation only	WEB PORTAL	TEMPLATE SENT BY EMAIL
Treatment	Denial/Grievance/Appeals Reporting FY22 Q4 (July 1st - Sept 30th)	10/31/2022	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	Denial/Grievance/Appeals Reporting FY23 Q1 (Oct 1st - Dec 31st)	1/31/2023	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	Denial/Grievance/Appeals Reporting FY23 Q2 (Jan 1st - Mar 31st)	4/30/2023	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	Denial/Grievance/Appeals Reporting FY23 Q3 (Apr 1st - Jun 30th)	7/30/2023	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	REMI Claims Submission	Twice per month; due dates identified on published calendar	REMI Web Based Data System	REMI WEB PORTAL	N/A

NOTE: when submitting reports, please identify in the subject line of the e-mail the report title found in Column B.

NOTE: All reports with protected health information (PHI) must be sent via SECURE/ENCRYPTED email.

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Treatment	Charitable Choice Report	8/1/2023	TXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Injecting Drug Users 90% Capacity Treatment Report (Due at the end of the month following the last month of the quarter)	Due the 15th of the month following the last month of the quarter; report only if have data to report	TXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE found on MSHN's website under SUD/SUD related-Reports
Treatment	Michigan Mission Based Performance Indicator System (MMBPIS) Q1: October 1st-December 31st Q2: January 1st-March 31st Q3: April 1st - June 30th Q4: July 1st - September 30th	3/1/2023 6/1/2023 9/1/2023 12/1/2023	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A
Treatment	Priority Populations Waiting List Deficiencies Report	Due 1st Friday of the month for the previous month in which the exception occurred; report only if have data to report.	TXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment	Satisfaction Surveys	8/1/2023	Box-Provider Folder/Consumer Satisfaction Contact Person Dan Dedloff, Customer Services Manager	WEB PORTAL-BOX	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment/Recovery Housing	Sentinel Event/Critical Incident Data Report (Residential Treatment, 24 hour Detox, Recovery Housing Only) Q1: October 1st-December 31st Q2: January 1st-March 31st Q3: April 1st - June 30th Q4: July 1st - September 30th	1/15/2023 4/15/2023 7/15/2023 10/15/2023	Provider Portal-Documents Submission Sentinel Events. Contact Person Sandy Gettel, Quality Manager	REMI Provider Portal-Direct Entry	Instructions found on MSHN's website under Provider Network --> Provider Trainings-->Sentinel Event Reporting Requirements
Treatment	Treatment Episode Data Set (TEDS) (due the last day of the month)	Last day of the month	REMI Web Based Data System	REMI WEB PORTAL	N/A
Treatment	Women's Specialty Services Children's Referral Report (due quarterly)	10/5/2022 1/5/2023 4/5/2023 7/5/2023	rebecca.emmenecker@midstatehealthnetwork.org	EMAIL	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment/Prevention	Annual Litigation Report	10/31/2022	Kim.zimmerman@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Cost Reimbursed Outcome Reporting	4/30/2023 10/31/2023	TXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Utilization Management	Discharge Report (Due Quarterly)	2nd Friday of each month 10/5/2021 1/5/2022 4/5/2022 7/5/2022	Utilization Management Distribution List	REMI Messaging System	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements

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