

POLICIES AND PROCEDURES MANUAL

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| Chapter: | Information Technology | | |
| Section: | Medicaid Information Management Policy | | |
| Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Page: 1 of 2 | Review Cycle: Biennial Author: Chief Information Officer | Adopted Date: 11.22.2013 Review Date: 09.14.21 | Related Policies: N/A |

Purpose

To ensure that all CMHSP participants in Mid-State Health Network (MSHN) maintain Information Services practices that are adequate to fulfill their obligations under the Medicaid Specialty Supports and Services contract. This policy and all related procedures shall apply only to those Information Management activities involving the use of Medicaid funding.

Policy

MSHN shall ensure that each CMHSP participant has an effective information system that complies with requirements established by federal and state statutes and the MDHHS contract for Medicaid Specialty Supports and Services. Each CMHSP participant Information System must have mechanisms for collecting, managing, and submitting required data.

A. MSHN Information Services Responsibilities

1. MSHN shall distribute Medicaid enrollment files to each CMHSP participant.
2. MSHN shall maintain mechanisms to collect MDHHS required information from CMHSPs, aggregate it as necessary, submit it to MDHHS and provide appropriate feedback to CMHSPs.
3. MSHN shall ensure compliance by review and monitoring of data submission and reports as well as conducting CMHSP site visits as necessary.

B. CMHSP Information Services Responsibilities

1. Each CMHSP participant shall maintain current knowledge of all MDHHS technical advisories and expectations related to Information Technology standards, reporting requirements and data submissions.
2. Each CMHSP participant shall timely and accurately report required data in accordance with MSHN and MDHHS requirements.
3. Each CMHSP participant shall meet HIPAA Privacy, Security, HITECH Act and BBA standards for information system functions as delegated by MSHN and shall provide evidence of compliance upon request.

C. Monitoring and Oversight

1. The MSHN Chief Information Officer (CIO) will monitor performance of the information systems functions and shall review MSHN policy biennially with CMHSP participant CIOs.
2. External review will be conducted annually and will include MDHHS and External Quality Review on-site visits and reporting.

Applies to

- All Mid-State Health Network Staff
 Selected MSHN Staff, as follows:
 MSHN CMHSP Participants: Policy Only Policy and Procedure
 Other: Sub-contract Providers

Definitions:

BBA: The Balanced Budget Act of 1997

CMHSP: Community Mental Health Service Provider

HIPAA: Health Insurance Portability and Accountability Act

HITECH: Health Information Technology for Economic and Clinical Health

IT: Information Technology

MDHHS: Michigan Department of Health and Human Services

PIHP: Prepaid Inpatient Health Plan

Other Related Materials

Data Validation Procedure

Information Management Procedure

MSHN Compliance Plan

Monitoring and Review Completed By

The MSHN Chief Information Officer (CIO) shall monitor performance of the information systems functions and shall review MSHN policy annually with CMHSP participant CIOs.

References/Legal Authority

Medicaid Managed Care provisions of the Balanced Budget Act (BBA) of 1997

Health Insurance Portability and Accountability Act (HIPAA) of 1996

Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009

MDHHS Medicaid Specialty Supports and Services Contract

Change Log:

| Date of Change | Description of Change | Responsible Party |
|-----------------------|--------------------------------------|---------------------------|
| 11.22.2013 | New Policy | IT Council |
| 09.2014 | Annual Review with new policy format | Chief Executive Officer |
| 10.2015 | Annual Review | Chief Information Officer |
| 06.2017 | Annual Review | Chief Information Officer |
| 06.2018 | Annual Review | Chief Information Officer |
| 06.2019 | Annual Review | Chief Information Officer |
| 06.2021 | Biennial Review | Chief Information Officer |