

POLICIES AND PROCEDURE MANUAL

Chapter:	Financial Management		
Title:	Reporting Procedure		
Policy: <input type="checkbox"/>	Review Cycle: Annually	Adopted Date: 03.03.2017	Related Policies: Finance – Finance Management
Procedure: <input checked="" type="checkbox"/>	Author: Chief Financial Officer	Review Date: 03.2018	
Version: 1.0		Revision Eff. Date:	
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Purpose

The purpose of this procedure is to detail financial reports that will be reviewed with the Operations and Finance Councils and outline the reporting schedule for each. This procedure is applicable to Community Mental Health Service Programs (CMHSP), MSHN’s Board of Directors, and MSHN’s leadership team.

Procedure – CMHSP

MSHN will gather reports from each CMHSP throughout the fiscal year as identified in the table below. In all possible cases, Finance Council members shall review and provide feedback to MSHN developed reports prior to Operations Council review.

Report	Time Period – annualized if through date is prior to 9/30/XX	Finance Council – collection and review month	Operations Council – presentation date
Savings Estimate: Report displays revenue and expense data collected from CMHSPs throughout the year and determines potential Medicaid/Healthy Michigan plan savings amounts and Internal Service Fund (ISF) contributions.	10/1/XX - 12/31/XX 10/1/XX - 03/31/XX 10/1/XX – 05/31/XX 10/1/XX – 07/31/XX 10/1/XX – 09/30/XX 10/1/XX – 09/30/XX	February May July September (August - CMHSP Financial Status Report (FSR)) December (November – CMHSP FSR March (February – CMHSP FSR	February May July September December March
Medicaid Benefit Stabilization Comparison: Report displays the original contribution of use of savings based on MSHN’s smoothing document as compared to changes identified throughout the year from revenue and CMHSP expense information.	10/1/XX - 12/31/XX 10/1/XX - 03/31/XX 10/1/XX – 05/31/XX 10/1/XX – 07/31/XX 10/1/XX – 09/30/XX 10/1/XX – 09/30/XX	February May July September (August - CMHSP Financial Status Report (FSR)) December (November – CMHSP FSR March (February – CMHSP FSR	February May July September December March
FSR Comparison: The FSR is submitted to the	10/1/XX – 9/30/XX	September, December, March	September, December, March

Michigan Department of Health and Human Services (MDHHS) in August, November, and February. The intent of this report is to assess the variance for each reporting cycle and to correct significant issues related to CMHSP estimates.			
Expense Comparison: Report will compare fluctuations in Medicaid and Healthy Michigan Plan (HMP) expenditures by fiscal year.	10/1/XX – 9/30/XX	March (Year-end FSR)	March
Finance Council Dashboard: Various reports produced after fiscal year-end reporting to MDHHS.	10/1/XX – 9/30/XX	April	April
Regional Actual to Budget Revenue Comparison	YTD information	Contained within budget actual trending document (January, April, July, October)	January, April, July, October
Medicaid and HMP enrollees by CMHSP	Produced quarterly with 12 months rolling data	February, May, August, November	February, May, August, November

Procedure – Governance:

The following reports are presented to the MSHN’s board of directors:

Report	Report Period	Board Presentation
Statement of Activities	November, January, March, May, July, September	January, March, May, July, September, November
Statement of Net Position	November, January, March, May, July, September	January, March, May, July, September, November
Schedule of Investments	November, January, March, May, July, September	January, March, May, July, September, November
Notes to Financial	November, January, March, May, July, September	January, March, May, July, September, November
Financial Audit	10/1/XX – 9/30/XX	May
Compliance Examination	10/1/XX – 9/30/XX	September

Procedure – MSHN staff:

The following reports are presented to MSHN’s leadership team which includes Chief and Director level positions:

Report	Report Period	Distribution
Departmental Expense Report	November, January, March, May, July, September	January, March, May, July, September, November

MSHN may provide ad-hoc reports to stakeholders however this procedure’s intent is to list those documents produced on a regular basis for review.

This procedure is complimentary to the related policy.

Applies to:

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

Definitions:

- CMHSP: Community Mental Health Service Program
- FSR: Financial Status Report
- HMP: Healthy Michigan Plan
- ISF: Internal Service Fund
- MDHHS: Michigan Department of Health and Human Services
- MSHN: Mid-State Health Network

Other Related Materials:

N/A

References/Legal Authority:

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
03.03.2017	New Policy	Chief Financial Officer
03.20.2017	Annual Review	Chief Financial Officer
03.2018	Annual Review	Chief Financial Officer