

**Reporting Requirements for MSHN SUD Providers
FY 2021**

| 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): |
|---|---|--|--|--|---|
| Applies only to specific providers | Earmark-Funded Special Projects | 1/15/2021 | rebecca.emmenecker@midstatehealthnetwork.org | EMAIL | NO TEMPLATE |
| 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) | 11/15/2020 | Box - by invitation only | WEB PORTAL (Box) | TEMPLATE SENT BY EMAIL |
| Prevention | SUD Prevention Annual Plan | 6/1/2021 | Box - by invitation only | WEB PORTAL (Box) | TEMPLATE SENT BY EMAIL |
| Prevention | SUD Prevention Additional Unit Report | 4/15/2021 10/15/2021 | 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 | Jill.Worden@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 | Required Non-Synar Report (DYTUR Contracted Providers) (Jan 1st to May 15th) | 5/30/2021 | 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) | 10/15/2021 | 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) | 5/30/2021 | 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) | 10/15/2021 | 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) | 10/10/2021 | Survey Monkey - by invitation only | WEB PORTAL | TEMPLATE SENT BY EMAIL |
| Treatment | Denial/Grievance/Appeals Report FY20 Q4 (July 1st - Sept 30th) | 12/31/2020 | dan.dedloff@midstatehealthnetwork.org | EMAIL | TEMPLATE SENT BY EMAIL |
| Treatment | Denial/Grievance/Appeals Report FY21 Q1 (Oct 1st - Dec 31st) | 3/31/2021 | dan.dedloff@midstatehealthnetwork.org | EMAIL | TEMPLATE SENT BY EMAIL |

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 | Denial/Grievance/Appeals Report FY21 Q2 (Jan 1st - Mar 31st) | 6/30/2021 | dan.dedloff@midstatehealthnetwork.org | EMAIL | TEMPLATE SENT BY EMAIL |
| Treatment | Denial/Grievance/Appeals Report FY21 Q3 (Apr 1st - Jun 30th) | 9/30/2021 | dan.dedloff@midstatehealthnetwork.org | EMAIL | TEMPLATE SENT BY EMAIL |
| Treatment | REMI Claims Submission | Twice per month; due dates identified on published | REMI Web Based Data System | REMI WEB PORTAL | N/A |
| Treatment | Charitable Choice Report | 8/1/2021 | 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 | Performance Indicators (4th quarter) | 12/1/2020 | REMI Web Based Data System | DATA OBTAINED THROUGH REMI | N/A |
| Treatment | Performance Indicators (1st quarter) | 3/1/2021 | REMI Web Based Data System | DATA OBTAINED THROUGH REMI | N/A |
| Treatment | Performance Indicators (2nd quarter) | 6/1/2021 | REMI Web Based Data System | DATA OBTAINED THROUGH REMI | N/A |
| Treatment | Performance Indicators (3rd quarter) | 9/1/2021 | 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 SUD/SUD related-Reports |
| Treatment | Satisfaction Surveys | 8/1/2021 | Box-Provider Folder/Consumer Satisfaction Contact Person Sandy Gettel, Quality Manager | WEB PORTAL-BOX | TEMPLATE found on MSHN's website under Provider Network/SUD/Forms |
| Treatment | Sentinel Events Data Report (Residential Treatment Only) (October 1st - December 31st) | 1/15/2021 | Box-Provider Folder/Sentinel Events Contact Person Sandy Gettel, Quality Manager | WEB PORTAL-BOX | TEMPLATE found on MSHN's website under Provider Network/SUD/Reporting Requirements |
| Treatment | Sentinel Events Data Report (Residential Treatment Only) (January 1st - March 31st) | 4/15/2021 | Box-Provider Folder/Sentinel Events Contact Person Sandy Gettel, Quality Manager | WEB PORTAL-BOX | TEMPLATE found on MSHN's website under Provider Network/SUD/Reporting Requirements |
| Treatment | Sentinel Events Data Report (Residential Treatment Only) (April 1st - June 30th) | 7/15/2021 | Box-Provider Folder/Sentinel Events Contact Person Sandy Gettel, Quality Manager | WEB PORTAL-BOX | TEMPLATE found on MSHN's website under Provider Network/SUD/Reporting Requirements |
| Treatment | Sentinel Events Data Report (Residential Treatment Only) (April 1st - June 30th) | 10/15/2021 | Box-Provider Folder/Sentinel Events Contact Person Sandy Gettel, Quality Manager | WEB PORTAL-BOX | TEMPLATE found on MSHN's website under Provider Network/SUD/Reporting Requirements |

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| 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) | 10/5/2020 1/5/2021 4/5/2021 7/5/2021 | rebecca.emmenecker@midstatehealthnetwork.org | EMAIL | TEMPLATE found on MSHN's website under Provider Network/SUD/Reporting Requirements |
| Treatment/Prevention | Annual Litigation Report | 10/31/2020 | Kim.zimmerman@midstatehealthnetwork.org | EMAIL | TEMPLATE SENT BY EMAIL |
| Prevention | NOFA PA2 Outcomes Reporting | Due according to timeline identified in outcome report | Box - by invitation only | WEB PORTAL (Box) | TEMPLATE SENT BY EMAIL |
| Treatment & Recovery | NOFA PA2 Outcomes Reporting | 1/31/2021 4/30/2021 7/31/2021 10/31/2021 | TXreports@midstatehealthnetwork.org | EMAIL | TEMPLATE SENT BY EMAIL |
| Treatment | Cost Reimbursed Outcome Reporting | 1/31/2021 4/30/2021 7/31/2021 10/31/2021 | TXreports@midstatehealthnetwork.org | EMAIL | TEMPLATE SENT BY EMAIL |
| Utilization Management | Discharge Report | 2nd Friday of each month | Utilization Management Distribution List | REMI Messaging System | |
| Treatment & Recovery | Recovery Self Assessment-R Administrator Version | 5/31/2021 | Survey Monkey - by invitation only Contact Person: Sandy Gettel | Web link | TEMPLATE/Weblink found on MSHN's website under Provider Network/SUD/Forms |
| Treatment & Recovery | Recovery Self Assessment-R Provider Version | 5/31/2021 | Survey Monkey - by invitation only Contact Person: Sandy Gettel | Web link | TEMPLATE/Weblink found on MSHN's website under Provider Network/SUD/Forms |
| Treatment & Recovery | Recovery Assessment-R Persons Served | 5/31/2021 | sandy.gettel@midstatehealthnetwork.org | Web link/email | TEMPLATE/Weblink found on MSHN's website under Provider Network/SUD/Forms |

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