

POLICIES AND PROCEDURE MANUAL

Chapter:	General Management		
Section:	Follow Up After Hospitalization		
Policy: <input type="checkbox"/>	Review Cycle: Annually	Adopted Date: 03.01.2018	Related Policies: Care Coordination Policy
Procedure: <input checked="" type="checkbox"/>	Author: Deputy Director	Review Date: 11.10.2020	
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Purpose

To ensure that Mid-State Health Network as the Pre-Paid Inpatient Health Plan (PIHP) has a confidential process in place for sharing accurate and timely data regarding inpatient hospital admissions, discharges, and follow-up for shared members with Medicaid Health Plan (MHP) partners in a manner consistent with the guidelines that were developed by the State PIHP/MHP workgroup.

Procedure

- A. Each of MSHN’s 12-member Community Mental Health Service Program (CMHSP) organizations will be responsible for maintaining data regarding inpatient psychiatric hospital admissions and discharges for Medicaid/HMP beneficiaries. This data is provided to MSHN once every 5 business days, at minimum, using the confidential online data sharing platform Box.
- B. CMHSP organizations will also provide information regarding discharge/follow-up planning for each member, whenever known. This information includes date of the follow-up appointment and name of the practitioner and/or agency the follow-up appointment is scheduled with.
- C. Once every 5 business days, at minimum, a designated MSHN employee will compile the inpatient psychiatric hospital admission, discharge, and follow-up data from all 12 CMHSP organizations.
- D. MSHN will prepare a compiled spreadsheet of all Medicaid/HMP beneficiaries to share with the corresponding Medicaid Health Plans. For each shared member, MSHN will indicate which entity is primarily responsible for coordinating the follow-up care (PIHP or MHP). Information about shared beneficiaries will be submitted to each Medicaid Health Plan at least once every 5 business days, at minimum, using the file sharing process designated by MDHHS.
 - 1. All follow-up after hospitalization reports will be password encrypted to protect consumer information using the password agreed upon by the state PIHP/MHP workgroup

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/Acronyms:

- CMHSP: Community Mental Health Service Programs
- Customers/Consumers: Refers to those individuals who are eligible to receive specialty mental health and substance use disorder services, as well as those currently receiving such services and their families/guardians. For the purpose of MSHN policy, these terms are used interchangeably.
- MDHHS: Michigan Department of Health and Human Services
- MHP: Medicaid Health Plan
- MSHN: Mid-State Health Network
- PIHP: Prepaid Inpatient Health Plan

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Related Procedures:

N/A

References/Legal Authority:

1. Medicaid Managed Specialty Supports and Services Concurrent 1915(b)/(c) Waiver Program FY17 Contract

Change Log:

Date of Change	Description of Change	Responsible Party
02.01.2018	New Procedure	Deputy Director
01.29.2019	Annual Review	Deputy Director
08.15.2020	Annual Review: updated language to be consistent with FY21 file sharing process as designated by MDHHS	Deputy Director