

Outstanding Discharges: REMI Instructions

Reviewing outstanding discharges in REMI is done to assure that all MSHN-funded clients are discharged from the REMI system in compliance with State regulations. Clients should be discharged from the REMI system when they have had no treatment activity for **60 days or longer** for outpatient services (including recovery housing services) and **5 days or longer** for detox and residential services. There are very few exceptions to this rule. A client record may remain open only if the reason for the treatment lapse has been approved by MSHN. Monthly, MSHN will verify each provider has correctly updated the REMI system or received approval for a record to remain open for each client identified.

To assure your REMI records are accurate and current, please follow this procedure:

- 1) Go to the Provider Management menu item. If you do not have access to this menu, please work with the person at your agency who can change permissions in the Provider Portal.

Provider Management

- 2) Then click Provider Portal Dashboard.

Provider Portal Dashboard



Provider Portal Dashboard



- 3) Under the Document Submission Portal, there should be an “Outstanding Discharges” document for your review. Click add document on the right side of the list (shown below).

Document	Period Covered	Due	Due in	Submission Date	Status
Outstanding Discharges	04/01/2025 - 06/30/2025	07/12/2025	9 days		Due Soon Add Document

- 4) REMI will automatically pull all of the open admissions that fall outside of the 60 day or 5 day time frame. If the site does not have any outstanding discharges, the list will be empty and the provider should select the check box (shown below):

☐ No outstanding discharges to report. By checking this box you are certifying that all open clients for your agency have had at least one treatment date within the last 60 days for outpatient services or within the last 5 days for detox and residential services.

- 5) If REMI provides a list of consumers, then the provider is responsible for reviewing each record to determine the following:
 - a. If the client has not been actively receiving treatment from your agency, he/she should be discharged as of the last service date.
 - b. If the client has been actively receiving treatment from your agency, those dates of treatment should be entered into the REMI system to accurately reflect the service provided.
 - c. Any other reasons must be identified on the document with a comment describing the issue.
- 6) **DUE DATES:** Outstanding Discharge Document needs to be completed **on or before the 12th day after the end of the quarter (October, January, April, and July).**