

POLICIES AND PROCEDURE MANUAL

Chapter:	Financial Management		
Title:	Reporting Procedure		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 3	Review Cycle: Biennial Author: Chief Financial Officer	Adopted Date: 03.03.2017 Review Date: 05.09.2023	Related Policies: Finance – Finance Management

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
FSR Comparison: The FSR is submitted to the 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.	10/1/XX – 9/30/XX	September, December, March	September, December, March
Expense Comparison: Report will compare	10/1/XX – 9/30/XX	March (Year-end FSR)	March

fluctuations in Medicaid and Healthy Michigan Plan (HMP) expenditures by fiscal year.			
Service Use and Analysis.	10/1/XX – 9/30/XX	April (Year-End) Encounter Quality Initiative (EQI) report	April
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 CMHSP Participants: 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
03.2019	Annual Review	Chief Financial Officer
01.2021	Biennial Review	Chief Financial Officer
02.2023	Policy Update	Chief Financial Officer