

Reporting Requirements for MSHN SUD Providers
FY 2019

Contractor Type (Prevention, Treatment, or Both):	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	2/28/2019	TXreports@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 (Box)	N/A
Prevention	Prevention Outcomes Report (Oct 1st to Sept 30th)	11/15/2019	PXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention	SUD Prevention Annual Plan	7/15/2019	PXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention	SUD Prevention Additional Unit Report	4/15/2019 10/15/2019	PXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention/Bay County PFS Contractor Only	SUD Partnership for Success (PFS II) 1st Quarter Report	1/10/2019	Jill.Worden@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention/Bay County PFS Contractor Only	SUD Partnership for Success (PFS II) 2nd Quarter Report	4/10/2019	Jill.Worden@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention/Bay County PFS Contractor Only	SUD Partnership for Success (PFS II) 3rd Quarter Report	7/10/2019	Jill.Worden@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention/Bay County PFS Contractor Only	SUD Partnership for Success (PFS II) 4th Quarter Report	10/10/2019	Jill.Worden@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Additional Tobacco Vendor Education Report (DYTUR Contracted Providers) (July 1st to Sept 30th)	10/15/2019	PXreports@midstatehealthnetwork.org	EMAIL	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	Heather.English@midstatehealthnetwork.org cc: Jill.Worden@midstatehealthnetwork.org	SEND ORIGINAL SYNAR FORM BY MAIL or hand deliver to MSHN Offices: 530 W. Ionia; Ste. F; Lansing	FORMS SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Non-Synar Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	5/30/2019	Heather.English@midstatehealthnetwork.org cc: Jill.Worden@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Non-Synar Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	10/15/2019	Heather.English@midstatehealthnetwork.org cc: Jill.Worden@midstatehealthnetwork.org	EMAIL	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)	5/30/2019	Heather.English@midstatehealthnetwork.org cc: Jill.Worden@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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Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Tobacco Retailer Master List Updates (DYTUR Contracted Providers)	1/31/2019	Heather.English@midstatehealthnetwork.org cc: Jill.Worden@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Youth Access to Tobacco Activity Annual Report (DYTUR Contracted Providers)	10/10/2018	Heather.English@midstatehealthnetwork.org cc: Jill.Worden@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Fiscal Year Fees and Collections - REMI Providers only	11/18/2018	claims@midstatehealthnetwork.org	EMAIL	TEMPLATE ON WEBSITE
Treatment	Appeals/Grievance/Second Opinion (April 1st - Sept 30th)	12/31/2018	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Appeals/Grievance/Second Opinion (Oct 1st - March 31st)	6/30/2019	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	REMI Claims Submission	Twice per month based on reporting due dates identified on published calendar	REMI Web Based Data System	REMI WEB PORTAL	N/A
Treatment	Charitable Choice Report	8/1/2019	Txreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Encounter Reporting via HIPAA 837 Standard Transactions	monthly (min. 12/year)	Shyam.mamar@midstatehealthnetwork.org	DATA OBTAINED THROUGH CARENET	N/A
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)	12/1/2018	dan.dedloff@midstatehealthnetwork.org	DATA OBTAINED THROUGH REMI	N/A
Treatment	Performance Indicators (1st quarter)	3/1/2019	dan.dedloff@midstatehealthnetwork.org	DATA OBTAINED THROUGH REMI	N/A
Treatment	Performance Indicators (2nd quarter)	6/1/2019	dan.dedloff@midstatehealthnetwork.org	DATA OBTAINED THROUGH REMI	N/A
Treatment	Performance Indicators (3rd quarter)	9/1/2019	dan.dedloff@midstatehealthnetwork.org	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	8/1/2019	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Sentinel Events Data Report (Residential Treatment Only) (April 1st - Sept 30th)	10/15/2019	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Sentinel Events Data Report (Residential Treatment Only) (Oct. 1st - March 31st)	04/15/2019	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
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

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Treatment	Women's Specialty Services Children's Referral Report (due quarterly)	10/5/2018 1/5/2019 4/5/2019 7/5/2019	TXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE found on MSHN's website under SUD/SUD related-Reports
Treatment/Prevention	Annual Litigation Report	10/31/2018	Kim.zimmerman@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment/Prevention	Fraud and Abuse Report (due semi-annually)	10/31/2018 & 04/30/2019	Kim.zimmerman@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment/Prevention	Program Integrity Reports (due quarterly)	4/15/2019 (Jan - March) 7/15/2019 (April - June) 10/15/2019 (July - Sept) 1/15/2020 (Oct. - Dec)	Kim.zimmerman@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Prevention	NOFA PA2 Outcomes Reporting	Due according to timeline identified in outcome report	PXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment & Recovery	NOFA PA2 Outcomes Reporting	1/31/2019 4/30/2019 7/31/2019 10/31/2019	Provider Folder/FY19/Cost Reimbursed Reports	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Treatment	Cost Reimbursed Reporting	1/31/2019 4/30/2019 7/31/2019 10/31/2019	Provider Folder/FY19/Cost Reimbursed Reports	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Treatment	TIC Goals for FY19 (provide updates on same document)	4/1/2019 9/30/2019	Provider Folder/FY19/Annual Plan	WEB PORTAL (Box)	TEMPLATE SENT WITH FY19 ANNUAL PLAN
Treatment	DDCAT Goals for FY19 (provide updates on same document)	4/1/2019 9/30/2019	Provider Folder/FY19/Annual Plan	WEB PORTAL (Box)	TEMPLATE SENT WITH FY19 ANNUAL PLAN
Utilization Management	Discharge Report	2nd Friday of each month	UM@midstatehealthnetwork.org	EMAIL	

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