

Reporting Requirements for MSHN SUD Providers
FY 2022

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):
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)	11/15/2021	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention	SUD Prevention Annual Plan and Budget	6/1/2021	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Tobacco/Formal Synar-PROTOCOL FORM - YTA COMPLIANCE CHECK REPORTING	Postmarked or delivered to MSHN by the third day after	Sarah.Andreotti@midstatehealthnetwork.org	SEND ORIGINAL SYNAR FORM BY MAIL or hand	FORMS SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Formal Synar Spreadsheet	7/9/2022	Sarah.Andreotti@midstatehealthnetwork.org	Email to Sarah	Template sent BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Required Non-Synar Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	5/30/2022	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Required Non-Synar Report (DYTUR Contracted Providers) (Jul 1st to Sep 30th)	10/15/2022	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Required Tobacco Vendor Education Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	5/30/2022	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Required Tobacco Vendor Education Report (DYTUR Contracted Providers) (Jul 1st to Sep 30th)	10/15/2022	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Tobacco Retailer Master List Updates (DYTUR Contracted Providers)	30 Business Days after master list is submitted to	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative	Youth Access to Tobacco Activity Annual Report (DYTUR Contracted Providers)	10/10/2022	Survey Monkey - by invitation only	WEB PORTAL	TEMPLATE SENT BY EMAIL
Treatment	Denial/Grievance/Appeals Reporting FY21 Q4 (July 1st - Sept 30th)	10/31/2021	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Denial/Grievance/Appeals Reporting FY22 Q1 (Oct 1st - Dec 31st)	1/31/2022	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Denial/Grievance/Appeals Reporting FY22 Q2 (Jan 1st - Mar 31st)	4/30/2022	dan.dedloff@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Denial/Grievance/Appeals Reporting FY22 Q3 (Apr 1st - Jun 30th)	7/30/2022	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	8/1/2022	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)	12/1/2021	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A
Treatment	Performance Indicators (1st quarter)	3/1/2022	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A

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	Performance Indicators (2nd quarter)	6/1/2022	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A
Treatment	Performance Indicators (3rd quarter)	9/1/2022	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 Provider Network-->SUD-->Reporting Requirements
Treatment	Satisfaction Surveys	8/1/2022	Box-Provider Folder/Consumer Satisfaction Contact Person Sandy Gettel, Quality Manager	WEB PORTAL-BOX	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment/Recovery Housing	Sentinel Events Data Report (Residential Treatment, Detox, Recovery Housing Only) (Q1: October 1st-December 31st)	1/15/2022	Provider Portal-Documents Submission Sentinel Events. Contact Person Sandy Gettel, Quality Manager	REMI Provider Portal-Direct Entry	NA
Treatment/Recovery Housing	Sentinel Events Data Report (Residential Treatment, Detox, Recovery Housing Only) (Q2: January 1st-March 31st)	4/15/2022	Provider Portal-Documents Submission Sentinel Events. Contact Person Sandy Gettel, Quality Manager	REMI Provider Portal-Direct Entry	NA
Treatment/Recovery Housing	Sentinel Events Data Report (Residential Treatment, Detox, Recovery Housing Only) (Q3: April 1st - June 30th)	7/15/2022	Provider Portal-Documents Submission Sentinel Events. Contact Person Sandy Gettel, Quality Manager	REMI Provider Portal-Direct Entry	NA
Treatment/Recovery Housing	Sentinel Events Data Report (Residential Treatment, Detox, Recovery Housing Only) (Q4: April 1st - June 30th)	10/15/2022	Provider Portal-Documents Submission Sentinel Events. Contact Person Sandy Gettel, Quality Manager	REMI Provider Portal-Direct Entry	NA
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)	10/5/2021 1/5/2022 4/5/2022 7/5/2022	rebecca.emmenecker@midstatehealthnetwork.org	EMAIL	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment, Recovery, and Prevention as applicable	Credentialing and Recredentialing Activity Report NOTE: reporting method and manner subject to change based on MDHHS reporting requirements under development	1/15/2022 4/15/2022 7/15/2022 10/15/2022	https://mshn.app.box.com/f/b8c3a4b69d2f47ead5ba645bebec38 Contact: Kyle.Jaskulka@midstatehealthnetwork.org	Box Link	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment/Prevention	Annual Litigation Report	10/31/2021	Kim.zimmerman@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Treatment	Cost Reimbursed Outcome Reporting	4/30/2022 10/31/2022	TXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Utilization Management	Discharge Report (Due Quarterly)	2nd Friday of each month 10/5/2021 1/5/2022 4/5/2022 7/5/2022	Utilization Management Distribution List	REMI Messaging System	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements

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Treatment & Recovery	Recovery Self Assessment-R Administrator Version	5/31/2022	Survey Monkey - by invitation only Contact Person: Sandy Gettel	Web link	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment & Recovery	Recovery Self Assessment-R Provider Version	5/31/2022	Survey Monkey - by invitation only Contact Person: Sandy Gettel	Web link	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements

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