

## REMI Discharge Report Instructions

The REMI Discharge Report has been created 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 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 up to date, please follow this procedure:

- 1) Go to the Reports and Downloads menu item.

[Reports and Downloads](#)

- 2) Then click PCE Standard Reports.

[PCE Standard Reports](#)



Manage and Execute PCE Standard Reports

- 3) You will then be directed to a list of reports.

- 4) You can search for “SUD Admissions Detail” and click “Launch Report”

SUD Admissions Detail	This report returns SUD admissions for the selected county, provider and date range.
CATEGORY	
SUD	

- 5) The system will ask you to re-enter your login credentials.

### PCE Reporting Services Gateway

The reporting services system requires you to re-authenticate to execute reports.

UserName:

Password:

You are currently logged out sign-in to continue.

6) Once in the report, use the following search criteria:

Report Title	<Select a Value>	County of Residence	All Counties
Time Period Between		End Date	
Provider Search		Select Provider (Default All)	
Sort Report By	Case Number	Show Selection Details	No

- a. **Report Title:** SUD Admissions Detail—Open Admission During Time Period
- b. **County of Residence:** All Counties.
- c. **Time Period Between:** Current date- this must be chosen to get the correct information for the Discharge Report.
- d. **End Date:** Current date- this must be chosen to get the correct information for the Discharge Report.
- e. **Provider Search:** Can be blank.
- f. **Select Provider:** Name of your agency or location.
- g. **Sort Report By:** Can be changed depending on how you would like the report to be organized.

7) The report will show you all consumers who are open in REMI for the current date as well as other helpful information. Compare the **current date** and the **Last Date of Service** for each client on this list.

Case #	Admission Date	Discharge Date	Last Service Date	First Appointment Date	Last Name	First Name
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- 8) Client records that exceed the allowed 5-day (detox and residential) or 60-day (outpatient) lapse in treatment are considered outstanding discharges. One or more of the following steps must be taken to bring the file into compliance:
  - 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 noted on the REMI Discharge Report and sent to the MSHN UM Department.
- 9) **DUE DATES:** The **REMI Discharge Report** is to be sent to the MSHN Utilization Management Distribution List as an attachment via the messaging system inside of REMI **on or before the second (2<sup>nd</sup>) Friday of October, January, April, and July**. Please **DO NOT** send the report generated in REMI, but complete the form entitled “REMI Discharge Report”.