

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>General Management</b>		
<b>Section:</b>	<b>Follow Up After Hospitalization</b>		
<b>Policy:</b> <input type="checkbox"/> <b>Procedure:</b> <input checked="" type="checkbox"/> <b>Version:</b> 1.0 <b>Page:</b> 1 of 3	<b>Review Cycle:</b> Annually  <b>Author:</b> Deputy Director	<b>Adopted Date:</b> 03.01.2018  <b>Review Date:</b>  <b>Revision Eff. Date:</b>	<b>Related Policies:</b> Care Coordination Policy

### **Purpose**

To ensure that Mid-State Health Network as the Pre-Paid Inpatient Health Plan (PIHP) has a confidential process in place for sharing accurate and timely data regarding inpatient hospital admissions, discharges, and follow-up for shared members with Medicaid Health Plan (MHP) partners in a manner consistent with the guidelines that were developed by the State PIHP/MHP workgroup.

### **Procedure**

- A. Each of MSHN's 12-member CMHSP organizations will be responsible for maintaining data regarding inpatient psychiatric hospital admissions and discharges for Medicaid/HMP beneficiaries. This data is provided to MSHN once every 5 business days, at minimum, using the confidential online data sharing platform Box.
- B. CMHSP organizations will also provide information regarding discharge/follow-up planning for each member, whenever known. This information includes date of the follow-up appointment and name of the practitioner and/or agency the follow-up appointment is scheduled with.
- C. Once every 5 business days, at minimum, a designated MSHN employee will compile the inpatient psychiatric hospital admission, discharge, and follow-up data from all 12 CMHSP organizations into a master spreadsheet which is then sorted by Medicaid Health Plan.
- D. MSHN will prepare individual reports for each MHP organization containing information regarding that MHP's shared members. For each shared member, MSHN will indicate which entity is primarily responsible for coordinating the follow-up care (PIHP or MHP). The individual MHP reports will then be submitted as a batch to the designated contact at MDHHS. MDHHS will distribute the batch reports to each MHP accordingly.
  1. All follow-up after hospitalization reports will be password encrypted to protect consumer information using the password agreed upon by the state PIHP/MHP workgroup

### **Applies to:**

- ☒ All Mid-State Health Network Staff Selected  
☐ MSHN Staff, as follows:  
☐ MSHN's Affiliates: ☐ Policy Only    ☒ Policy and Procedure  
☐ Other: Sub-contract Providers

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### **Definitions/Acronyms:**

CMHSP: Community Mental Health Service Programs

Customers/Consumers: Refers to those individuals who are eligible to receive specialty mental health and substance use disorder services, as well as those currently receiving such services and their families/guardians. For the purpose of MSHN policy, these terms are used interchangeably.

MDHHS: Michigan Department of Health and Human Services

MHP: Medicaid Health Plan

MSHN: Mid-State Health Network

PIHP: Prepaid Inpatient Health Plan

### **Related Procedures:**

N/A

### **References/Legal Authority:**

1. Medicaid Managed Specialty Supports and Services Concurrent 1915(b)/(c) Waiver Program FY17 Contract

### **Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
02.01.2018	New Procedure	Deputy Director