POLICIES AND PROCEDURE MANUAL

Chapter:	**Provider Network**		
Title:	**Provider Network Directory – Information Requirements**		
Policy: ☐ **Procedure:** ☒ **Page:** 1 of 2	**Review Cycle:** Biennial **Author:** Chief Financial Officer	**Adopted Date:** 04.2018 **Review Date:** 03.05.2024	**Related Policies:** Provider Network Directory – Information Requirements Policy

DO NOT WRITE IN SHADED AREA ABOVE

Purpose

The purpose of this procedure is to guide Community Mental Health Service Provider (CMHSP) Participants in providing Mid-State Health Network (MSHN) with current provider directory information on a monthly basis.

Procedure

On a monthly basis, no later than the 4th Friday of each month, CMHSPs will upload a current copy of their provider directory into MSHN's Regional Electronic Medical Information (REMI) system, using the MSHN directory template.

The MSHN directory template must be used and unchanged in its format (e.g. do not add or delete columns). Altering the MSHN directory template will result in errors. Data validation measures have been established which will detect errors. If you receive error messages, refer to the Affiliate Data Submission Guide in the REMI Help section.

Prior to uploading the file, ensure the following:
1. Cell 1B must include the CMHSP Name.
2. Cell 1C must include the CMHSP 7-digit Community Health Automated Medicaid Processing System (CHAMPS) Identifier.
3. Row 2 must include the headers established by MSHN and left unchanged.
4. Row 3 and on will include directory information.
5. Include all information as applicable to an organizational provider or licensed independent practitioner, paying attention to data validation rules to prevent errors.
   a. Columns A, P, Q, R, S, U, V, and W are drop-down lists with pre-populated data to select from.
   b. Column N [National Provider Identifier (NPI)] – ensure there is not a space after the 10-digit number. This will result in an error.
   c. Column T (Services) – use standard terminology and separate each service with a semicolon (refer to Exhibit A). If a service is missing from the list, submit to your respective Provider Network Management Committee member for review.
   d. Column U (Women's Specialty Status) – applies to the SUD network only.
   e. Column AA [Employer Identification Number (EIN/Tax ID)] – may use 9-digit format or 2-7 digit format.

Login to REMI:
1. Click on 'Affiliate Submissions'.
2. Click on 'Upload CMH Provider Directory'.
3. Click on 'Upload Provider Directory'.

Once in the Upload EDI screen, complete Step 1, Step 2, and Step 3:
1. Click on 'Choose File' and select appropriate file and click 'Upload'.

2. Select appropriate Affiliate/CMH from the drop-down list and indicate Month and Year (MM/YY) in the notes.
3. Type in your REMI password and click 'Finalize Upload' for validation purposes.

Note: MSHN provider network management staff are responsible for maintaining directory information for the Substance Use Disorder provider network in REMI.

Applies to
☐ All Mid-State Health Network Staff
☒ Selected MSHN Staff, as follows: Provider Network Management Staff
☒ MSHN CMHSP Participants: ☐ Policy Only   ☒ Policy and Procedure
☐ Other:

Definitions
CHAMPS: Community Health Automated Medicaid Processing System; web-based MDHHS Medicaid claims processing system
CMHSP: Community Mental Health Service Program
EIN: Employer Identification Number
MDHHS: Michigan Department of Health and Human Services
MSHN: Mid-State Health Network
NPI: National Provider Identifier
PIHP: Prepaid Inpatient Health Plan
Provider Network: Refers to a CMHSP Participant and all Behavioral Health Providers that are directly under contract with the MSHN PIHP to provide services and/or supports through direct operations or through the CMHSP's subcontractors
Provider Network Management Committee: MSHN Committee comprised of a representative from each of the 12 CMHSP Participants and MSHN staff charged with providing council and input on regional provider network management matters. Membership can be found on MSHNs Council/Committee webpage.
REMI: Regional Electronic Medical Information, MSHN's Managed Care Information System.

Other Related Materials
- To verify NPI Numbers - NPPES NPI Registry Search - https://npiregistry.cms.hhs.gov/
- To verify License Numbers - Michigan Department of Licensing and Regulatory Affairs - http://www.michigan.gov/lara
- MSHN Directory Template

References/Legal Authority
- Medicaid Managed Specialty Supports and Services Concurrent 1915 (b)/(c) Waiver Program
- Managed Care Rule, 438.10(h) Information Requirements – Information for Potential Enrollees – Provider Directory, effective 7.1.17

Change Log:

Date of Change	Description of Change	Responsible Party
04.2018	New Procedure	Director of Provider Network Management Systems
01.2019	Addition of Exhibit A – contracted services list	Director of Provider Network Management Systems
09.2019	Annual Review – no changes	Director of Provider Network Management Systems
11.2021	Annual Review – No Changes	Contract Specialist
12.2023	Biennial Procedure Update	Chief Financial Officer, Contract Speciliast

Exhibit A
Contract Services List – Provider Directory

Rationale for developing a standard list of contracted services: to ensure provider directory filter capabilities function properly.

Applied Behavior Analysis	Prevention
Assertive Community Treatment	Psychiatric Services
Assessments	Respite Care
Assistive Technology	Skill Building Assistance
Autism Treatment	Substance Use Disorder: Medication Assisted Therapy
Behavior Treatment Review	Substance Use Disorder: Early Intervention
Child Psychiatrist	Substance Use Disorder: Prevention
Clubhouse	Substance Use Disorder: Outpatient Therapy
Community Living Supports	Substance Use Disorder: Withdrawal Management
Community Living Supports and Personal Care in Residential Setting	Substance Use Disorder: Residential Services
Court Services	Substance Use Disorder: Recovery Residence
Crisis Services	Speech, Hearing and Language Therapy
Crisis Residential	Support and Service Coordination
Drop-In Center	Supported/Integrated Employment Services
Enhanced Pharmacy	Targeted Case Management
Environmental Modifications	Therapeutic Foster Care
Family Support and Training	Transportation
Fiscal Intermediary	Treatment Approved Pharmacological Supports
Guardianship	Treatment Planning
Health Services	Veteran's Services
Home Based Services	Vocational Services
Housing Assistance	Wraparound
Independent Facilitation Services	
Inpatient Psychiatric	
Interpretation Services	
ICF for Individuals w/DD	
OBRA Services	
Occupational Therapy	
Outpatient Behavioral Health Counseling and Therapy	
Peer Delivered/Operated Support Services	
Peer Specialist Services (Recovery Coach)	
Physical Therapy	
Private Duty Nursing	

Revised: 11/29/2018 – PNMC
Reviewed: 11.2021 – PNMC
Reviewed: 12.2023 - PNMC