

POLICIES AND PROCEDURES MANUAL

Chapter:	Information Technology		
Section:	Medicaid Information Management Policy		
Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Page: 1 of 2	Review Cycle: Biennial Author: Chief Information Officer	Adopted Date: 11.22.2013 Review Date: 09.12.2023	Related Policies: N/A

Purpose

To ensure that all CMHSP participants in Mid-State Health Network (MSHN) maintain Information Services practices that are adequate to fulfill their obligations under the Medicaid Specialty Supports and Services contract. This policy and all related procedures shall apply only to those Information Management activities involving the use of Medicaid funding.

Policy

MSHN shall ensure that each CMHSP participant has an effective information system that complies with requirements established by federal and state statutes and the MDHHS contract for Medicaid Specialty Supports and Services. Each CMHSP participant Information System must have mechanisms for collecting, managing, and submitting required data.

A. MSHN Information Services Responsibilities

1. MSHN shall distribute Medicaid enrollment files to each CMHSP participant.
2. MSHN shall maintain mechanisms to collect MDHHS required information from CMHSPs, aggregate it as necessary, submit it to MDHHS and provide appropriate feedback to CMHSPs.
3. MSHN shall ensure compliance by reviewing and monitoring data submissions and reports as well as conducting CMHSP site visits.

B. CMHSP Information Services Responsibilities

1. Each CMHSP participant shall maintain current knowledge of all MDHHS technical advisories and expectations related to Information Technology standards, reporting requirements and data submissions.
2. Each CMHSP participant shall timely and accurately report required data in accordance with MSHN and MDHHS requirements.
3. Each CMHSP participant shall meet HIPAA Privacy, Security, HITECH Act and BBA standards for information system functions as delegated by MSHN and shall provide evidence of compliance upon request.

C. Monitoring and Oversight

1. The MSHN Chief Information Officer (CIO) will monitor performance of the information systems functions and shall review MSHN policy biennially with CMHSP participant CIOs.
2. External review will be conducted as required by MDHHS and their External Quality Review contractors.
3. CMHSPs shall comply with all internal and external quality review documentation requests.

Applies to

- All Mid-State Health Network Staff
 Selected MSHN Staff, as follows:
 MSHN CMHSP Participants: Policy Only Policy and Procedure
 Other: Sub-contract Providers

Definitions:

- BBA: The Balanced Budget Act of 1997
- CIO: Chief Information Officer
- CMHSP: Community Mental Health Service Provider
- HIPAA: Health Insurance Portability and Accountability Act
- HITECH: Health Information Technology for Economic and Clinical Health
- IT: Information Technology
- MDHHS: Michigan Department of Health and Human Services
- MSHN: Mid-State Health Network
- PIHP: Prepaid Inpatient Health Plan

Other Related Materials

- Data Validation Procedure
- Information Management Procedure
- MSHN Compliance Plan

Monitoring and Review Completed By

The MSHN Chief Information Officer (CIO) shall monitor performance of the information systems functions and shall review MSHN policy biennially with CMHSP participant CIOs.

References/Legal Authority

- Medicaid Managed Care provisions of the Balanced Budget Act (BBA) of 1997
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009
- MDHHS Medicaid Specialty Supports and Services Contract

Change Log:

Date of Change	Description of Change	Responsible Party
11.22.2013	New Policy	IT Council
09.2014	Annual Review with new policy format	Chief Executive Officer
10.2015	Annual Review	Chief Information Officer
06.2017	Annual Review	Chief Information Officer
06.2018	Annual Review	Chief Information Officer
06.2019	Annual Review	Chief Information Officer
06.2021	Biennial Review	Chief Information Officer
05.18.2023	Biennial update	Chief Information Officer