

**Reporting Requirements for MSHN SUD Providers
FY 2025**

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 MPDS User Manual	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)	11/15/2025	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention	MPDS Additional Units Report	4/15/25 and 10/15/25	Box - by invitation only	WEB PORTAL (Box)	MPDS Report (Excel)
Prevention	SUD Prevention Annual Plan and Budget	6/1/2025	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Tobacco/Formal Synar-PROTOCOL FORM - YTA COMPLIANCE CHECK REPORTING	Emailed to MSHN by July 1, 2025	Sarah.Andreotti@midstatehealthnetwork.org	Email to Sarah	FORMS SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Non-Synar Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	5/31/2025	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Required Tobacco Vendor Education Report (DYTUR Contracted Providers) (Jan 1st to May 15th)	5/31/2025	Box - by invitation only	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Tobacco Retailer Master List Updates (DYTUR Contracted Providers)	30 Business Days after master list is sent to provider by MSHN	Sarah.Andreotti@midstatehealthnetwork.org	WEB PORTAL (Box)	TEMPLATE SENT BY EMAIL
Prevention/ Designated Youth Tobacco Use Representative Agencies Only	Youth Access to Tobacco Activity Annual Report (DYTUR Contracted Providers)	09/15/2025	Survey Monkey - by invitation only	WEB PORTAL	TEMPLATE SENT BY EMAIL
Treatment	Denial/Grievance/Appeals Reporting FY24 Q4 (July 1st - Sept 30th)	11/01/2024	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	Denial/Grievance/Appeals Reporting FY25 Q1 (Oct 1st - Dec 31st)	2/01/2025	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	Denial/Grievance/Appeals Reporting FY25 Q2 (Jan 1st - Mar 31st)	5/1/2025	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	Denial/Grievance/Appeals Reporting FY25 Q3 (Apr 1st - Jun 30th)	8/01/2025	Grievance and Appeal process to be completed in the MSHN REMI SYSTEM	DATA OBTAINED THROUGH REMI	NO TEMPLATE
Treatment	REMI Claims Submission	Twice per month; due dates identified on published calendar	REMI Web Based Data System	REMI WEB PORTAL	N/A
Treatment	Charitable Choice Report	8/1/2025	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 5th of the month following the last month of the quarter.	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A
Treatment	Michigan Mission Based Performance Indicator System (MMBPIS) Q1: October 1st-December 31st Q2: January 1st-March 31st Q3: April 1st - June 30th Q4: July 1st - September 30th	3/1/2025 6/1/2025 9/1/2025 12/1/2025	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	Priority Populations Waiting List Deficiencies Report	Due 15th day of the month for the previous month in which the exception occurred.	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A
Treatment	Satisfaction Surveys	8/1/2025	Upload through the MSHN website. https://midstatehealthnetwork.org/provider-network-resources/provider-requirements/substance-use-disorder/reporting-requirements Contact Person Sandy Gettel, Quality Manager	Box via MSHN WEBSITE PORTAL	Materials located on MSHN's website under Provider Network-->SUD-->Reporting Requirements
Treatment	Sentinel Events Critical Incidents	Within 24 hours of occurrence 30-60 days following the end of the month in which the event occurred. Monthly	Provider Portal-Document Submission Sentinel Events. Contact Person Sandy Gettel, Quality Manager	REMI Provider Portal-Direct Entry	Instructions found on MSHN's website under Provider Network --> Provider Trainings-->Sentinel Event Reporting Requirements
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)	10/5/2024 1/5/2025 4/5/2025 7/5/2025	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A
Treatment	Women's Specialty Services Annual Report	11/5/2024	REMI Web Based Data System	DATA OBTAINED THROUGH REMI	N/A
Treatment/Prevention	Litigation Report	Within 10 days of receiving notification	Kim.zimmerman@midstatehealthnetwork.org	EMAIL	N/A
Treatment	Cost Reimbursed Outcome Reporting	4/30/2025 10/31/2025	TXreports@midstatehealthnetwork.org	EMAIL	TEMPLATE SENT BY EMAIL
Utilization Management	Discharge Report (Due Quarterly; 2nd Friday of the month)	October January April July	Utilization Management Distribution List	REMI Messaging System	TEMPLATE found on MSHN's website under Provider Network-->SUD-->Reporting Requirements

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