# **SCHEDULE E – REPORTING REQUIREMENTS**

**Request for Proposal No. 250000002670**

**Prepaid Inpatient Health Plan (PIHP)**

**FINANCIAL PLANNING, REPORTING AND SETTLEMENT**

For items whose “Due Dates” fall on Saturdays, Sundays, or State of Michigan Holidays, the established” Due Date” is the next business day (non-weekend or State of Michigan Holiday) following the stated “Due Date.”

Submissions are due into the “Reporting Mailbox” by Midnight on the established “Due Dates”.

Acceptance of the Report Submission as being “received” into the “Reporting Mailbox” does NOT imply MDHHS’ acceptance or approval regarding the timeliness of the submission, or content of the submission document.

Individual requests to MDHHS for submission “Due Date” extensions are considered by MDHHS on a case-by-case basis, at MDHHS’ sole discretion, and are considered “Not Approved” by MDHHS unless and until such requests are approved/granted affirmatively in writing by MDHHS.

Submissions which are received into the named “Reporting Mailbox” after the established “Due Date” are considered “late” unless an extension has been approved/granted by MDHHS, OR MDHHS has deemed the submission acceptable, at MDHHS’ sole discretion.

Submissions which are considered “late” due to untimely submission are also deemed “late” for purposes of determining PIHP eligibility for Contractor Performance Bonus Payments.

MDHHS reserves the right to review the content of any submitted report, and reject the submission for any reason, at MDHHS’ sole discretion.

Rejected submissions are not considered “accepted” by MDHHS, and may be returned to the Contractor, with corrections requested, for subsequent re-submission to MDHHS. MDHHS reserves the right to consider rejected reports “late” for purposes of determining PIHP eligibility for Contractor Performance Bonus Payments.

MDHHS reserves the right to consider previously rejected reports that are re-submitted/accepted after the established due date, “late” for purposes of determining PIHP eligibility for Contractor Performance Bonus Payments.

Mental Health and Substance Use Disorder (Non- Medicaid) Reporting Requirements, which includes forms, instructions, and other essential resources, are located on the MDHHS website at: [https://www.michigan.gov/mdhhs/keep- mi- healthy/mentalhealth/reporting](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting). All policies, guidelines, standards, technical requirements, instructions, processes, and other documents listed on the MDHHS Reporting Requirements website are an extension of this contract and must be adhered to by Contractor. MDHHS reserves the right to modify the materials on the MDHHS Reporting Requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Due Date** | **Report Title** | **Report Period** | **Reporting Mailbox** |
| January 15 | DHHS Incentive Payment Template Report | Annually  October 1 to September 30 | [MDHHS-BCCHPS-Reporting@michigan.](mailto:MDHHS-BCCHPS-Reporting@michigan.gov)gov |
| February 28 | SUD – Legislative Report/Section 904 | Annually  October 1 to September 30 | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| February 28 | PIHP Medicaid FSR Bundle - MA, HMP | Final (Use tab in  FSR Bundle)  October 1 to September 30 | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| February 28 | Encounter Quality Initiative Report (EQI) including Attestation to accuracy, completeness, and truthfulness of claims and payment data | Annually  October 1 to September 30 | [QMPMeasures@michigan.gov](mailto:QMPMeasures@michigan.gov) |
| February 28 | PIHP Executive Compensation Reporting for Section 904(2) | Annually  October 1 to September 30 | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| May 31 | Mid- Year Status Report | Mid- Year  October 1 to March 31 | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| May 31 | Encounter Quality Initiative Report (EQI) | Four months  October to January | [QMPMeasures@michigan.gov](mailto:QMPMeasures@michigan.gov) |
| June 30 | Medical Loss Ratio | Annually  October 1 to September 30 | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| June 30 | SUD – Audit Report | Annually  October 1 to September 30  (Due 9 months after close of fiscal year) | [MDHHS- AuditReports@michigan.gov](mailto:MDHHS-AuditReports@michigan.gov) |
| August 15 | PIHP Medicaid FSR Bundle MA, HMP | Projection (Use  tab in FSR Bundle)  October 1 to September 30 | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| September 30 | Encounter Quality Initiative Report (EQI) | Eight Months  October to May | [QMPMeasures@michigan.gov](mailto:QMPMeasures@michigan.gov) |
| October 1 | Medicaid YEC Accrual | Final  October 1 to September 30 | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| November 10 | PIHP Medicaid FSR Bundle MA, HMP | Interim (Use tab in FSR Bundle)  October 1 to September 30 - Interim | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| December 3 | Risk Management Strategy | Annually  To cover the current fiscal year | [MDHHS- BHDDA- Contracts- MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) |
| 30 Days after receipt | Annual Audit Report, Management Letter, and CMHSP Response to the Management Letter. | Annually  October 1 to September 30 | [MDHHS- AuditReports@michigan.gov](mailto:MDHHS-AuditReports@michigan.gov) |
| 30 Days after receipt | Compliance exam and plan of correction | Annually  October 1 to September 30 | [MDHHS- AuditReports@michigan.gov](mailto:MDHHS-AuditReports@michigan.gov) |

**NON-​FINANCIAL REPORTING REQUIREMENTS SCHEDULE**

Contractor must provide the following reports to the State as listed below.

Mental Health and Substance Use Disorder (Non-​Medicaid) Reporting Requirements, which includes forms, instructions, and other essential resources, are located on the MDHHS website at: [https://www.michigan.gov/mdhhs/keep-​mi-​healthy/mentalhealth/reporting](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting)

| **Due Date** | **Report Title** | | **Report Period** | **Reporting Mailbox** | | |
| --- | --- | --- | --- | --- | --- | --- |
| January 15 | Annual Program Integrity Report | | October 1 through September 30 of the previous fiscal year | Contractor’s MDHHS-OIG sFTP Area and/or Case Management System | | |
| January 27 | Managed Care Program Annual Report (MCPAR) | | October 1 through September 30  prior fiscal year | Submit through: DCH-​File Transfer | | |
| February 15 | Member Grievances | | Feb 15 for 1Q data | Submit through: DCH-​File Transfer | | |
| February 15 | Service Authorization Denials | | Feb 15 for 1Q data | Submit through: DCH-​File Transfer | | |
| February 15 | Member Appeals | | Feb 15 for 1Q data | Submit through: DCH-​File Transfer | | |
| February 15 | Program Integrity Activities | | October 1 to December 31 | Contractor’s MDHHS-​OIG sFTP Area and/or Case Management System | | |
| February 28 | Quality Assessment Performance Improvement Program (QAPIP) | | October 1 to September 30 | Submit through: DCH-​File Transfer | | |
| March 15 | Annual Compliance Program Report | | October 1 of prior fiscal year to current | Contractor’s MDHHS-OIG sFTP Area and/or Case Management System | | |
| April 30 | Network Adequacy Report | | October 1 to September 30 of previous fiscal year | [MDHHS-​BHDDA-​Contracts-​MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) | | |
| May 15 | Provider Credentialing | | May 15 for 1Q and 2Q data | Submit through: DCH-​File Transfer | | |
| May 15 | Member Grievances | | May 15 for 1Q and 2Q data | Submit through: DCH-​File Transfer | | |
| May 15 | Member Appeals | | May 15 for 1Q and 2Q data | Submit through: DCH-​File Transfer | | |
| May 15 | Service Authorization Denials | | May 15 for 1Q and 2Q data | Submit through: DCH-​File Transfer | | |
| May 15 | Program Integrity Activities | | January 1 to March 31 | Contractor’s MDHHS-​OIG sFTP Area and/or Case Management System | | |
| Upon Request | Performance Indicators | | As Directed | [QMPMeasures@michigan.gov](mailto:QMPMeasures@michigan.gov) | | |
| August 15 | Member Grievances | | Aug 15 for 1Q, 2Q & 3Q data | Submit through: DCH-​File Transfer | | |
| August 15 | Member Appeals | | Aug 15 for 1Q, 2Q & 3Q data | Submit through: DCH-​File Transfer | | |
| August 15 | Service Authorization Denials | | Aug 15 for 1Q, 2Q & 3Q data | Submit through: DCH-​File Transfer | | |
| August 15 | Program Integrity Activities | | April 1 to June 30 | Contractor’s MDHHS-​OIG sFTP Area and/or Case Management System | | |
| September 1 | | | Conflict of Interest Attestation/Provider Screening Information Collection Tool (PSICT) | Upcoming New Fiscal Year | | Submit through DCH File Transfer to: MDHHS-Managed Care System Support and Operations  Notify Kim Heinicke at [HeinickeK@michigan.gov](mailto:HeinickeK@michigan.gov) |
| October 30 | Intensive Crisis Stabilization Services (ICSS) for Children Annual Data Report | | October 1 to September 30 | [MDHHS-​BCCHPS-​Reporting@michigan.gov](mailto:MDHHS-BCCHPS-Reporting@michigan.gov) | | |
| November 15 | Provider Credentialing | | Nov 15 for 1Q, 2Q, 3Q & 4Q data | Submit through: DCH-​File Transfer | | |
| November 15 | Member Grievances | | Nov 15 for 1Q, 2Q, 3Q & 4Q data | Submit through: DCH-​File Transfer | | |
| November 15 | Member Appeals | | Nov 15 for 1Q, 2Q, 3Q & 4Q data | Submit through: DCH-​File Transfer | | |
| November 15 | Service Authorization Denials | | Nov 15 for 1Q, 2Q, 3Q & 4Q data | Submit through: DCH-​File Transfer | | |
| November 15 | Program Integrity Activities | | July 1 to September 30 | Contractor’s MDHHS-​OIG sFTP Area and/or Case Management System | | |
| November 15 | Subcontracted Entities and Network Providers List | | Annually  Current Fiscal Year | [Contractor’s](https://milogintp.michigan.gov/) MDHHS OIG sFTP Area | | |
| November 15 | PIHP Current Organizational Chart | | Annually  Current Fiscal Year | [MDHHS-​BHDDA-​Contracts-​MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) | | |
| Monthly | All Behavioral Health Treatment Episode Data Set (BH-​ TEDS) | | October 1 to September 30 Due last day of each month.  See resources at: [https://www.michigan.gov/mdhhs/keep-​mi-​healthy/mentalhealth/reporting](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting) | Submit via DEG at:  <https://milogintp.michigan.gov> | | |
| Monthly (minimum 12 submissions per year) | All Encounter Reporting via HIPAA 837 Standard Transactions | | October 1 to September 30  See resources at: [https://www.michigan.gov/mdhhs/keep-​mi-​healthy/mentalhealth/reporting](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting) | Submit via DEG at:  <https://milogintp.michigan.gov> | | |
| Monthly\* | Consumer-​Level Data  1. Quality Improvement | | October 1 to September 30. See resources at:  [https://www.michigan.gov/mdhhs/keep-​mi-​healthy/mentalhealth/reporting](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting) | [MDHHS-​BHDDA-​Contracts-​MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) | | |
| Monthly | Critical Incidents | | As identified in the Critical Incident Reporting and Event Notification Requirements [https://www.michigan.gov/mdhhs/keep-​mi-​healthy/mentalhealth/mentalhealth/practiceguidelines](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/practiceguidelines) | Submit through the Customer Relationship Management (CRM) System | | |
| Monthly | | Crisis and Access Service Information updated in the BH CRM for MH and SUD per MCL 330.1206 | | Current and Ongoing | Update through the Customer Relationship Management (CRM) System  For Technical Difficulties:  [mdhhs-bh-crm@michigan.gov](mailto:mdhhs-bh-crm@michigan.gov) | |
| On Request | Provider Network Stability Plan Report | | October 1 to September 30 | [MDHHS-​BHDDA-​Contracts-​MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov) | | |

\*Reports required if Contractor is participating in pilot and/or optional programs.

NOTE: To submit via Data Exchange Gateway (DEG) to the State/MIS Operations Client Admission and Discharge client records must be sent electronically to:

Michigan Department of Health and Human Services

Michigan Department of Technology, Management & Budget

Data Exchange Gateway (DEG)

For admissions: use c:/4823 4823@dchbull

For discharges: use c:/4824 4824@dchbull

Behavioral Health-​Treatment Episode Data Set (BH-​TEDS) collection/recording and reporting requirements including technical specifications, file formats, error descriptions, edit/error criteria, and explanatory materials on record submission are located on MDHHS’s website at: [https://www.michigan.gov/mdhhs/keep-​mi-​healthy/mentalhealth/reporting](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting)

The PIHP Policies and Practice Guidelines are located on the MDHHS website at [https://www.michigan.gov/mdhhs/keep-​mi-​healthy/mentalhealth/mentalhealth/practiceguidelines](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/practiceguidelines)

**Optional Benefit Program Reporting Requirements**

Contractor must provide the following reports to the State as listed below.

| **Optional Benefit Program** | **Link to Program Handbook with reporting requirements** |
| --- | --- |
| Substance Use Disorder Health Home (SUDHH) | <https://www.michigan.gov/mdhhs/assistance-programs/medicaid/opioid-health-home/provider-resources> |
| Behavioral Health Home (BHH) | <https://www.michigan.gov/mdhhs/assistance-programs/medicaid/behavioral-health-home/provider-resources> |