

**NORTHERN MICHIGAN REGIONAL ENTITY
ADMINISTRATIVE MANUAL**

POLICY NAME: DISCLOSURE OF OWNERSHIP, CONTROL, AND CRIMINAL CONVICTIONS POLICY
CHAPTER: FIVE – PROVIDER NETWORK & CONTRACT MANAGEMENT
POLICY #: 05-01-017
EFFECTIVE DATE: March 23, 2016

PURPOSE

The PIHP shall comply with all requirements to obtain, maintain, disclose and furnish required information about ownership and control interests, business transactions, and criminal convictions. The PIHP shall ensure that all contracts, agreements, purchase orders, or leases to obtain space, supplies, equipment, or services provided with federal and State healthcare funds are compliant with applicable federal and State regulations.

APPLICATION

This policy applies to the PIHP, including the NMRE Substance Use Disorder Services provider panel and five Member Community Mental Health Services Programs (CMHSPs).

POLICY

The PIHP shall comply with all requirements to:

- Collect, maintain and disclose information about individuals with ownership or control interests in a disclosing entity;
- Identify and report any additional ownership or control interests by those individual in other entities, including family members with ownership or control interests;
- Report disclosures of all applicable criminal offenses and convictions of state and federal health care program-related crimes, and
- Ensure PIHP contractors have policies and processes in place to be in compliance with these regulations.

DEFINITIONS

1. *Disclosing Entity* means a Medicaid provider (other than an individual practitioner or group of practitioners), or a fiscal agent.
2. *Family Members* for the purpose of this policy include spouse, parent, child, or sibling.
3. *Fiscal Agent* means a contractor that processes or pays vendor claims on behalf of the Disclosing Entity.
4. *Managing Employee* means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization, or agency.

REFERENCE

42 CFR 438.61042

CFR 455 Subpart B

42 CFR 455.104-106

Social Security Act, Sections 1128(a) and 1128 (b) (1) (2), or (3)

State of Michigan Medicaid Provider Manual, Chapter 2

MDHHS/PIHP Medicaid Managed Specialty Supports and Services Concurrent 1915(b)/(c) Waiver Program Contract, Section 34 PIHP Ownership and Control Interests

REVISED:

REVIEWED:

APPROVED: March 23, 2016

Signed copy is on file with NMRE

Dave Schneider
Northern Michigan Regional Entity Chief Executive Officer

Date

Signed copy is on file with NMRE

Joe Stone
Northern Michigan Regional Entity Board Chair

Date