

## **SCHEDULE E – REPORTING REQUIREMENTS**

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**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>. 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	<a href="mailto:MDHHS-BCCHPS-Reporting@michigan.gov">MDHHS-BCCHPS-Reporting@michigan.gov</a>
February 28	SUD – Legislative Report/Section 904	Annually October 1 to September 30	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts-MGMT@michigan.gov</a>
February 28	PIHP Medicaid FSR Bundle - MA, HMP	Final (Use tab in FSR Bundle) October 1 to September 30	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts-MGMT@michigan.gov</a>
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	<a href="mailto:QMPMeasures@michigan.gov">QMPMeasures@michigan.gov</a>
February 28	PIHP Executive Compensation Reporting for Section 904(2)	Annually October 1 to September 30	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts-MGMT@michigan.gov</a>
May 31	Mid- Year Status Report	Mid- Year October 1 to March 31	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts-MGMT@michigan.gov</a>
May 31	Encounter Quality Initiative Report (EQI)	Four months October to January	<a href="mailto:QMPMeasures@michigan.gov">QMPMeasures@michigan.gov</a>
June 30	Medical Loss Ratio	Annually October 1 to September 30	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts-MGMT@michigan.gov</a>
June 30	SUD – Audit Report	Annually October 1 to September 30 (Due 9 months after close of fiscal year)	<a href="mailto:MDHHS-AuditReports@michigan.gov">MDHHS- AuditReports@michigan.gov</a>
August 15	PIHP Medicaid FSR Bundle MA, HMP	Projection (Use tab in FSR Bundle) October 1 to September 30	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts-MGMT@michigan.gov</a>

September 30	Encounter Quality Initiative Report (EQI)	Eight Months October to May	<a href="mailto:QMPMeasures@michigan.gov">QMPMeasures@michigan.gov</a>
October 1	Medicaid YEC Accrual	Final October 1 to September 30	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts- MGMT@michigan.gov</a>
November 10	PIHP Medicaid FSR Bundle MA, HMP	Interim (Use tab in FSR Bundle) October 1 to September 30 - Interim	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts- MGMT@michigan.gov</a>
December 3	Risk Management Strategy	Annually To cover the current fiscal year	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS- BHDDA- Contracts- MGMT@michigan.gov</a>
30 Days after receipt	Annual Audit Report, Management Letter, and CMHSP Response to the Management Letter.	Annually October 1 to September 30	<a href="mailto:MDHHS-AuditReports@michigan.gov">MDHHS- AuditReports@michigan.gov</a>
30 Days after receipt	Compliance exam and plan of correction	Annually October 1 to September 30	<a href="mailto:MDHHS-AuditReports@michigan.gov">MDHHS- AuditReports@michigan.gov</a>

**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>

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

Due Date	Report Title	Report Period	Reporting Mailbox
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	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
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	<a href="mailto:QMPMeasures@michigan.gov">QMPMeasures@michigan.gov</a>
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 <a href="mailto:HeinickeK@michigan.gov">HeinickeK@michigan.gov</a>
October 30	Intensive Crisis Stabilization Services (ICSS) for Children Annual Data Report	October 1 to September 30	<a href="mailto:MDHHS-BCCHPS-Reporting@michigan.gov">MDHHS-BCCHPS-Reporting@michigan.gov</a>
November 15	Provider Credentialing	Nov 15 for 1Q, 2Q, 3Q & 4Q data	Submit through: DCH-File Transfer

Due Date	Report Title	Report Period	Reporting Mailbox
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 MDHHS OIG sFTP Area
November 15	PIHP Current Organizational Chart	Annually Current Fiscal Year	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
Monthly	All Behavioral Health Treatment Episode Data Set (BH- TEDS)	October 1 to September 30 Due last day of each month. See resources at: <a href="https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting">https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting</a>	Submit via DEG at: <a href="https://milogintp.michigan.gov">https://milogintp.michigan.gov</a>
Monthly (minimum 12 submissions per year)	All Encounter Reporting via HIPAA 837 Standard Transactions	October 1 to September 30 See resources at: <a href="https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting">https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting</a>	Submit via DEG at: <a href="https://milogintp.michigan.gov">https://milogintp.michigan.gov</a>
Monthly*	Consumer-Level Data 1. Quality Improvement	October 1 to September 30. See resources at: <a href="https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting">https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting</a>	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
Monthly	Critical Incidents	As identified in the Critical Incident Reporting and Event Notification Requirements <a href="https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/practiceguidelin">https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/practiceguidelin</a>	Submit through the Customer Relationship Management (CRM) System

Due Date	Report Title	Report Period	Reporting Mailbox
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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: <a href="mailto:mdhhs-bh-crm@michigan.gov">mdhhs-bh-crm@michigan.gov</a>
On Request	Provider Network Stability Plan Report	October 1 to September 30	<a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>

\*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>

The PIHP Policies and Practice Guidelines are located on the MDHHS website at  
<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)	<a href="https://www.michigan.gov/mdhhs/assistance-programs/medicaid/opioid-health-home/provider-resources">https://www.michigan.gov/mdhhs/assistance-programs/medicaid/opioid-health-home/provider-resources</a>
Behavioral Health Home (BHH)	<a href="https://www.michigan.gov/mdhhs/assistance-programs/medicaid/behavioral-health-home/provider-resources">https://www.michigan.gov/mdhhs/assistance-programs/medicaid/behavioral-health-home/provider-resources</a>