

DATA COLLECTION AND REPORTING REQUIREMENTS FOR COMMUNITY BLOCK GRANT CONTRACTING

FY 2015

The following table indicates the reports that contractors are required to submit to the CMHSP under this agreement. The table also indicates the time period covered by each report, the due date, and the location or source of instructions for completing the report.

Contractors participating in Medicaid and PA2 funding may have additional reporting requirements not listed here.

Document Title	Period Covered	Due Date to LCC	Source of Instructions
Client Demographic, Financial, Insurance forms, and TEDS report	Current Month	Ongoing basis, through ProviderConnect electronic system	ProviderConnect Operations Manual
Admission, SARF, and Discharge forms	Current Month	Ongoing basis, through ProviderConnect electronic system; discharges must be entered for clients not seen for 45 days for OP & 3 days for Residential	ProviderConnect Operations Manual and MDCH Coding Instructions for Treatment Episode Data Set (TEDS)
Authorization Requests	Current Month	Due within 14 days following start of treatment through ProviderConnect System	ProviderConnect Operations Manual
HIPAA 837 Encounters/Bills	Current Month	Bills should be entered weekly by level of care, and all bills for the month should be generated on ProviderConnect by the 10 th of following month.	ProviderConnect Operations Manual and SUD Provider Manual
Financial Status Report (DCH-0384) [Specialty Contracts only]	Previous Month	10 th of Month following end of report month	Provider Contract
Monthly Women and Families Reports	Previous Month	10 th of month following end of report month	SUD Provider Manual

Notice of Excess or Insufficient Funds	Current Fiscal Year	April 20 th	Separate distribution
Communicable Disease Annual Outcome Report	Previous Fiscal Year	October 15 th	SUD Provider Manual
Supplemental Cost Information Form (for Fixed Unit Rate contracts)	Previous Fiscal Year	April 30 th , or with financial audit	SUD Provider Manual
Charitable Choice Report	Current Fiscal Year	August 1	Separate Distribution
Confirmation of Credentials for all Clinical Staff	Current Fiscal Year	Upon request prior to site review	SUD Provider Manual
Confirmation of Trainings for all Staff	Current Fiscal Year	Upon request prior to site review	SUD Provider Manual
Equipment Inventory Report (Specialty Contracts only)	Previous Fiscal Year	Within 30 days of new contract	SUD Provider Manual
Fidelity Bonding, Workers Compensation, General Liability, & Professional Liability Certificates	Current	August 15 th	Provider Contract
Fiscal Year Audit Report	Previous Fiscal Year	April 30	MDCH Audit Guidelines, current edition
Sentinel Events Incident Report (residential treatment only)	Per Occurrence	Within 48 hours of Occurrence	SUD Provider Manual
Injecting Drug Users 90% Capacity Treatment Report	Per Occurrence	Immediately	Access Center Staff