



Date Issued: 10/2013

Date Reviewed and/or Revised:

11/2018, 01/2026

REGION 10 PIHP

SUBJECT Data Submission of Prevention Services (SUD)	CHAPTER 03	SECTION 02	SUBJECT 03
CHAPTER Prevention	SECTION Substance Use Disorder		
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I. **APPLICATION:**

- ☐ PIHP Board ☐ CMHSP Providers ☒ SUD Providers
☒ PIHP Staff ☐ CMHSP Subcontractors

II. **POLICY STATEMENT:**

It shall be the policy of the Region 10 PIHP to collect specified data regarding services for the prevention of substance use disorder for submission to the Michigan Department of Health and Human Services' Division of Substance Use, Gambling, and Epidemiology (MDHHS-SUGE).

III. **DEFINITIONS:**

Michigan Prevention Data System for Substance Use Disorder Services (MPDS-SUDS): A statewide staff activity reporting system that collects information about the recipients of service and type of activity.

MPDS-SUDS User Manual for Provider Agencies: A manual designed to guide users through the process of data entry into the MPDS-SUDS system. The manual provides information on the definition of terms, description of data to be entered (with examples) and guidelines for entering data correctly and consistently.

IV. **STANDARDS:**

- A. Each Provider shall be responsible to collect direct prevention service activities through monthly reporting in the MPDS-SUDS. The MPDS-SUDS is available at <https://mpds.sudpds.com>.
- B. The data definitions as listed within the current version of the MPDS-SUDS User Manual for Provider Agencies will be utilized when reporting direct prevention service activities.
- C. The Provider shall submit required direct prevention service activities into MPDS-SUDS by the tenth (10th) of each month for the prior month's activities.
- D. The Provider shall enter into the MPDS-SUDS all direct prevention service activities funded, in whole or part, through the PIHP.

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- E. The Provider shall ensure all direct prevention service activities are associated with and identified by a Management by Objective (MBO) number according to the Provider's approved work plan.
- F. The Provider or a representative must be present at a meeting, event, or other service to record an activity in the MPDS-SUDS.
- G. The Provider shall ensure one-hundred percent (100%) accuracy of direct prevention service activities entered into the MPDS-SUDS.
- H. The PIHP shall communicate, in a timely manner, all updates and/or related MPDS-SUDS information shared by the State.
- I. The PIHP shall provide technical assistance related to MPDS-SUDS as needed or requested by the Provider.
- J. The PIHP shall monitor Providers compliance with data entry on a monthly basis. Total monthly units entered into the MPDS-SUDS based on the Provider's direct prevention services activities shall be used to determine Provider's reimbursement for each month.

V. PROCEDURES:

- A. Providers shall enter all direct prevention service activities into the MPDS-SUDS by the tenth (10th) of the month for all prior month activities.
- B. The PIHP shall review and verify activities in the MPDS-SUDS throughout the month.
- C. After the tenth (10th) of each month, the PIHP shall process units entered into the MPDS-SUDS for billing and providers shall be paid according to the verified activities in the system.
- D. If data entered needs to be edited, the Provider shall edit it prior to the tenth (10th) of the month. Any data needing to be edited after the tenth (10th) of the month shall be submitted to the PIHP for correction. The Provider shall send an email to the PIHP with the activity record number and what part of the activity needs to be changed. The PIHP will then edit the activity.
- E. If direct prevention service activities need to be entered after the tenth (10th) of the month the Provider shall contact the PIHP by email to request a back date. In the email the following information shall be provided:
 - 1. Staff name that provided service
 - 2. Date of the activity
 - 3. Group/activity name
 - 4. Reason why the data is being entered late
- F. The PIHP shall review the request and provide feedback to the provider if the back date is approved. If it is then the Provider shall enter the activity into the MPDS-SUDS.

VI. EXHIBITS: N/A**VII. REFERENCES:**

- A. MPDS-SUDS User Manual for Provider Agencies (Revised November 2016).