

| | | | | |
|--|------------------------------------|--|--|----------------------|
| SUBJECT Reporting Requirements for Prevention Services (SUD) | | CHAPTER 01 | SECTION 06 | SUBJECT 07 |
| CHAPTER Provider Network | | SECTION Substance Use Disorder | | |
| WRITTEN BY Lisa Coleman | REVIEWED BY Cari Patrick | | AUTHORIZED BY Region 10 PIHP Board | |

I. APPLICATION:

- PIHP Board CMH Providers SUD Providers
 PIHP Staff CMH Subcontractors

II. POLICY STATEMENT:

It shall be the policy of the Region 10 PIHP to have reporting guidelines for substance use disorder prevention services.

III. DEFINITIONS: N/A

IV. STANDARDS:

- A. All required reports shall be complete and accurate. Incomplete reports will be returned to the provider and are expected to be corrected within five (5) business days.
- B. If a report due date falls on a weekend or holiday, reports shall be submitted by the first business day following such time (unless otherwise noted).
- C. The Provider shall notify Region 10 PIHP in writing on a monthly basis of any additional secured funding or a decrease in funding with respect to the current fiscal year budget.
- D. The Provider shall notify Region 10 PIHP of all action at governing board meetings which effects current prevention allocation. Notification of any special or emergency board meeting must be given to Region 10 PIHP twenty-four (24) hours prior to the meeting.
- E. The Provider shall adhere to the following chart of reports and due dates

| Report Name | Frequency | Due Date |
|--|-----------------------------|----------------------------------|
| Data Submission Direct Service Activities into the Michigan Prevention Data System | Monthly | 10th of each month |
| Prevention Provider Work Plan | Annually, amended as needed | Prior to October 1 st |
| Prevention Staffing Roster | Annually, amended as needed | Prior to October 1 st |

V. PROCEDURES: N/A

VI. EXHIBITS: N/A