



Date Issued: 10/13

Date Reviewed and/or Revised: 11/18, 10/26

REGION 10 PIHP

SUBJECT Demographic Data Collection		CHAPTER 03	SECTION 02	SUBJECT 02
CHAPTER Information Management		SECTION Data Management		
WRITTEN BY Kathy Tilley & Kelly VanWormer		REVIEWED BY Laurie Story-Walker		AUTHORIZED BY PIHP Board

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 demographic and clinical data on each individual served for submission to the Michigan Department of Health & Human Services (MDHHS). Demographic data must be reported by the CMHSP and the SUD Providers for each individual prior to submitting any service provision data.

III. **DEFINITIONS:**

None.

IV. **STANDARDS:**

- A. Each CMHSP and SUD Provider is responsible to collect all required demographic elements, as specified in the PIHP-CMHSP/SUD contract. The PIHP will develop and maintain the listing of all required elements.
- B. Electronic protected health information may not be altered or destroyed in an unauthorized manner. Changes in the information must be indicated with who made the changes (i.e., electronic signature, date/time stamp).
- C. Demographic data (Treatment Episode Datasets (SU TEDS) and Mental Health Client Level Detail (MH CLD)) are submitted to MDHHS by the PIHP monthly as required.

V. **PROCEDURES:**

PIHP Data Management Staff

REGION 10 PIHP

SUBJECT		CHAPTER	SECTION	SUBJECT
Demographic Data Collection		03	02	02
CHAPTER		SECTION		
Information Management		Data Management		

- A. Maintains the list of required demographic data elements for the CMHSP and SUD providers to report to the PIHP. Establishes standards for data submission accuracy and timeliness. Provides clarification and any additions and/or deletions, as necessary.
- B. Receives MH CLD files from CMHSPs; for the SUD system; SU TEDS data is maintained in MIX.
- C. Reviews MH CLD and SU TEDS data submission for accuracy and timeliness. Follows up with CMHSP and SUD Provider if issues with compliance exist.
- D. Submits MH CLD and SU TEDS files to MDHHS as required.

CMHSP Providers/Subcontractors and SUD Providers

- A. Collects required demographic and MH CLD data monthly to include all persons serviced up to discharge.

CMHSP Administrative Staff

- A. Submits MH CLD reporting to the PIHP utilizing acceptable format, as specified in the PIHP-CMHSP contract.

SUD Treatment Providers

- A. Completes the SU TEDS data at intake, annually, and as changes in status occur up to discharge.

VI. EXHIBITS:

None.

VII. REFERENCES:

None.