

SUBJECT Demographic Data Collection		CHAPTER 03	SECTION 02	SUBJECT 02
CHAPTER Information Management		SECTION Data Management		
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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 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 CMH and the SUD Providers for each individual prior to submitting any service provision data.

III. DEFINITIONS: N/A

IV. STANDARDS:

- A. Each CMH and SUD Provider is responsible to collect all required demographic elements, as specified in the PIHP-CMH/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 (Behavioral Health Treatment Episode Datasets (BH TEDS)) are submitted to MDHHS by the PIHP monthly as required.

V. PROCEDURES:

PIHP Data Management Staff

- 1. Maintains the list of required demographic data elements for the CMH and SUD to report to the PIHP. Establishes standards for data submission accuracy and timeliness. Provides clarification and any additions and/or deletions, as necessary.
- 2. Receives BH TEDS files from CMHs; for the SUD system; BH TEDS data is maintained in MIX.
- 3. Reviews BH TEDS data submission for accuracy and timeliness. Follows up with CMH and SUD Provider if issues with compliance exist.
- 4. Submits BH TEDS files to MDHHS as required.

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CMH Providers/Subcontractors and SUD Providers

1. Collects required demographic and BH TEDS items upon intake, annual, and as changes in status occur.

CMH Administrative Staff

1. Submits BH TEDS reporting to the PIHP utilizing acceptable format, as specified in the PIHP-CMH contract.

VI. EXHIBITS: N/A

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