

**MDHHS/CMHSP MANAGED SPECIALTY SUPPORTS AND SERVICES CONTRACT  
REPORTING REQUIREMENTS**

**Effective 10/1/25**

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## **MDHHS/CMHSP MANAGED SPECIALTY SUPPORTS AND SERVICES CONTRACT REPORTING REQUIREMENTS**

### ***Introduction***

The Michigan Department of Health and Human Services reporting requirements for the FY2026 contract with the and the Community Mental Health Specialty Providers (CMHSPs) are contained in this attachment. Additionally, there is PIHP reporting included. The requirements include the data definitions and dates for submission of reports on Medicaid beneficiaries for whom the PIHP & CMHSPs are responsible for: persons with mental illness and persons with developmental disabilities served by mental health programs; and persons with substance use disorders served by the mental health programs. These requirements do not cover Medicaid beneficiaries who receive their mental health benefit through the Medicaid Health Plans, and with whom the CMHSPs and PIHPs may contract (or subcontract with an entity that contracts with the Medicaid Health Plans) to provide the mental health benefit.

Companions to the requirements in this attachment are:

- “Supplemental Instructions for Encounter and Quality Improvement Data Submissions” which contains clarifications, value ranges, and edit parameters for the encounter and quality improvement (demographic) data, as well as examples that will assist PIHP staff in preparing data for submission to MDHHS.
- Mental Health Code list that contains the Medicaid covered services as well as services that may be paid by general fund and the CPT and HCPCs codes that MDHHS and EDIT have assigned to them.
- Cost per code instructions that contain instructions on use of modifiers; the acceptable activities that may be reflected in the cost of each procedure; and whether an activity needs to be face-to-face in order to count.
- “Establishing Managed Care Administrative Costs” that provides instructions on what managed care functions should be included in the allocation of expenditures to managed care administration.
- The Michigan Mission-Based Performance Indicator System (MMPBIS) PI Codebook is a codebook with instructions on what data to collect for, and how to calculate and report, performance indicators.

These documents are posted on the MDHHS web site and are periodically updated when federal or state requirements change, or when in consultation with representatives of the public mental health system it deemed necessary to make corrections or clarifications. Question and answer documents are also produced from time to time and posted on the web site.

Collection of each element contained in the master contract attachment is required. Data reporting must be received **by Midnight on the due dates** (where applicable) in the acceptable format(s) and by the MDHHS staff identified in the instructions. Failure to meet this standard will result in contract action.

The reporting of the data by PIHPs/CMHSPs described within these requirements meets several purposes at MDHHS including:

- Legislative boilerplate annual reporting and semi-annual updates
- Managed Care Contract Management
- System Performance Improvement
- Statewide Planning
- Centers for Medicare and Medicaid (CMS) reporting
- Actuarial activities

Individual consumer level data received at MDHHS is kept confidential and published reports will display only aggregate data. Only a limited number of MDHHS staff members have access to the database that contains social security numbers, income level, and diagnosis, for example. Individual level data will be provided back to the agency that submitted the data for encounter data validation and improvement. This sharing of individual level data is permitted under the HIPAA Privacy Rules, Health Care Operations.

In order to comply with MCL 330.1206, contractors are required to ensure good faith effort is put forward in working to keep BH Customer Relationship Management System (CRM) crisis and access service information up to date while coordinating access to crisis care with MiCAL. MDHHS will share mental health and substance use disorder crisis care information in real time to the public. Contractors are expected to report issues or errors to MDHHS-BH-CRM@michigan.gov.

### FINANCIAL PLANNING, REPORTING AND SETTLEMENT

The CMHSP shall provide the financial reports to MDHHS as listed below. Forms and instructions are posted to the MDHHS website address at: [http://www.michigan.gov/MDHHS/0,1607,7-132-2941\\_38765---,00.html](http://www.michigan.gov/MDHHS/0,1607,7-132-2941_38765---,00.html)

Submit completed reports electronically (Excel or Word) to areas indicated in the table below.

<u>Due Date</u>	<u>Report Title</u>	<u>Report Frequency</u>	<u>Report Period</u>
1/31/2026	1Q Special Fund Account – Section 226a, PA of the MHC	Quarterly (Use standalone form)	October 1 to December 31. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
4/30/2026	2Q Special Fund Account – Section 226a, PA of the MHC	Quarterly (Use standalone form)	October 1 to March 31. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
5/31/2026	Mid-Year Status Report	Mid-Year	October 1 to March 31. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
6/30/2026	Semi-annual Recipient Rights Data Report	Mid-Year	October 1 to March 31. Section I & II only. See section “Recipient Rights Data Report” for additional information in this attachment.  Submit reports to: <a href="mailto:MDHHS-ORR-Data@michigan.gov">MDHHS-ORR-Data@michigan.gov</a>
8/15/2026	CMHSP FSR Bundle – All Non-Medicaid.	Projection (Use tab in FSR Bundle)	October 1 to September 30. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
	• State Services Utilization, Reconciliation & Cash Analysis	Projection (Use tab in FSR Bundle)	
	• General Fund Contract Settlement Worksheet	Projection (Use tab in FSR Bundle)	

## MDHHS/CMHSP Managed Mental Health Supports and Services Contract: Attachment C6.5.1.1

	<ul style="list-style-type: none"> <li>General Fund Reconciliation and Cash Settlement</li> </ul>	Projection (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>Special Fund Account – Section 226a, PA of the MHC</li> </ul>	Projection (Use tab in FSR Bundle)	
10/1/2026	General Fund – Year End Accrual Schedule	Final	October 1 to September 30. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
FY26 Monthly	PASARR Agreement Monthly Billing	Monthly	Only one (1) bill will be considered for payment per month and should be submitted for payment to the DEPARTMENT within forty-five (45) days after the end of the month in which the service was provided, except for the September bill which shall be submitted within fifteen (15) days after the end of the month.  Reporting to take place via EGRAMs.

11/10/2026	CMHSP FSR Bundle – All Non-Medicaid.	Interim (Use tab in FSR Bundle)	October 1 to September 30. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
	<ul style="list-style-type: none"> <li>State Services Utilization, Reconciliation &amp; Cash Analysis</li> </ul>	Interim (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>Special Fund Account – Section 226a, PA of the MHC</li> </ul>	Interim (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>General Fund Contract Settlement Worksheet</li> </ul>	Interim (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>General Fund Reconciliation and Cash Settlement</li> </ul>	Interim (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>Special Fund Account – Section 226a, PA of the MHC</li> </ul>	Interim (Use tab in FSR Bundle)	
11/10/2026	Categorical Funding – Multi-cultural Annual Report	Annually	October 1 to September 30. Reporting to take place via EGRAMs.
12/15/2026	DHHS Incentive Payment Narrative Report	Annually	October 1 to September 30. Reporting: to identified PIHP staff.
12/30/2026	Annual Recipient Rights Data Report	Annually	October 1 to September 30. Sections I, II, III & VIII. See section “Recipient Rights Data Report” for additional information in this attachment.  Submit reports to: <a href="mailto:MDHHS-ORR-Data@michigan.gov">MDHHS-ORR-Data@michigan.gov</a>
2/28/2027	CMHSP FSR Bundle – All Non-Medicaid.	Final (Use tab in FSR Bundle)	October 1 to September 30. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
	<ul style="list-style-type: none"> <li>State Services Utilization, Reconciliation &amp; Cash Analysis</li> </ul>	Final (Use tab in FSR Bundle)	

	<ul style="list-style-type: none"> <li>Special Fund Account – Section 226a, PA of the MHC</li> </ul>	Final (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>General Fund Reconciliation and Cash Settlement</li> </ul>	Final (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>General Fund Contract Settlement Worksheet</li> </ul>	Final (Use tab in FSR Bundle)	
	<ul style="list-style-type: none"> <li>Special Fund Account – Section 226a, PA of the MHC</li> </ul>	Final (Use tab in FSR Bundle)	
2/28/2027	Sub-Element Cost Report	Annually	See Attachment 6.5.1.1 Submit report to: <a href="mailto:QMPMeasures@michigan.gov">QMPMeasures@michigan.gov</a>
2/28/2027	Annual Submission Requirement Form – Requests for Services and Disposition of Requests	Annually	For the fiscal year ending September 30, 2025. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
2/28/2027	Annual Submission Requirement Form – Waiting List	Annually	For the fiscal year ending September 30, 2025. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
2/28/2027	Annual Submission Requirement Form – Community Needs Assessment	Annually	For the fiscal year ending September 30, 2025. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
2/28/2027	Executive Administrative Expenditures Survey for Sec. 904(2)(k)	Annually	October 1 to September 30, 2025. Submit reports to: <a href="mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov">MDHHS-BHDDA-Contracts-MGMT@michigan.gov</a>
4/01/2027	Special Education to Community Transition Data Tracking Report	Annually	October 1 to September 30. Submit reports to: <a href="mailto:MDHHS-CPI-Section@michigan.gov">MDHHS-CPI-Section@michigan.gov</a>
30 days after receipt, but no later than June 30, 2027	Annual Audit Report, Management Letter, and CMHSP Response to the Management Letter.	Annually	October 1 to September 30. Submit reports to: <a href="mailto:MDHHS-AuditReports@michigan.gov">MDHHS-AuditReports@michigan.gov</a>
30 days after receipt, but no later than June 30, 2027	Compliance exam and plan of correction	Annually	October 1 to September 30. Submit reports to: <a href="mailto:MDHHS-AuditReports@michigan.gov">MDHHS-AuditReports@michigan.gov</a>
Monthly / On Request / Routinely	BH CRM MH and SUD Crisis and Access Service information	Ongoing	Customer Relationship Management (CRM) System  <u>Technical Difficulties:</u> <a href="mailto:MDHHS-BH-CRM@michigan.gov">MDHHS-BH-CRM@michigan.gov</a>

**FY 2026 DATA REPORT DUE DATES**

	Nov 25	Dec	Jan 26	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec 26	Jan 27
<b>1. Consumer level**</b> Demographic BHTEDS (monthly) <sup>1</sup> b. Encounter (monthly) <sup>1</sup>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>2.PIHP level</b> a. Medicaid Utilization and Net Cost Report: annually <sup>2</sup>				✓											
b. Performance indicators (quarterly) <sup>2</sup>					✓			✓			✓			✓	
c. Critical incidents (monthly) <sup>3</sup>															

**NOTES:**

1. Send data to MDHHS MIS Operations Client Admissions via Data Exchange Gateway (DEG).
2. Send data to MDHHS, Health Services, Division of Contracts and Quality Management, Bureau of Specialty Behavioral Health Services.
3. Web-based reporting. See instructions on MDHHS web site at: <https://www.michigan.gov/mdhhs>  
Click on Behavioral Health and Developmental Disabilities, then “Reporting Requirements”.

**\*\*Consumer level data must be submitted immediately within 30 days following adjudication of claims for services provided, or in cases where claims are not part of the PIHP’s business practices within 30 days following the end of the month in which services were delivered.\*\***

PIHP level reports are due at **Midnight on the last day of the month.**

## **BEHAVIORAL HEALTH TREATMENT EPISODE DATA SET (BH-TEDS) COLLECTION/RECORDING AND REPORTING REQUIREMENTS**

Technical specifications-- including file formats, error descriptions, edit/error criteria, and explanatory materials on record submission are located on MDHHS's website at:

[http://www.michigan.gov/mdhhs/0,4612,7-132-2941\\_38765---,00.html](http://www.michigan.gov/mdhhs/0,4612,7-132-2941_38765---,00.html)

Reporting covered by these specifications includes the following:

**-BH -TEDS Start Records (due monthly)**

**-BH-TEDS Discharge/Update/End Records (due monthly)**

### **A. Basis of Data Reporting**

The basis for data reporting policies for Michigan behavioral health includes:

1. Federal funding awarded to Michigan through the Combined SABG/MHBG Behavioral Health federal block grant.
2. SAMHSA's Behavioral Health Services Information Systems (BHSIS) award agreement administered through Synectics Management, Inc that awards MDHHS a contracted amount of funding if the data meet minimum timeliness, completeness and accuracy standards.
3. Legislative boilerplate annual reporting and semi-annual updates.

### **B. Policies and Requirements Regarding Data**

BH-TEDS Data reporting will encompass Behavioral Health services provided to persons supported in whole or in part with MDHHS-administered funds.

#### **Policy:**

Reporting is required for all persons whose services are paid in whole or in part with state administered funds regardless of the type of co-pay or shared funding arrangement made for the services.

For purposes of MDHHS reporting, an admission, or start, is defined as the formal acceptance of a client into behavioral health services. An admission or start has occurred if and only if the person begins receiving behavioral health services.

1. Data definitions, coding and instructions issued by MDHHS apply as written. Where a conflict or difference exists between MDHHS definitions and information developed by the PIHP or locally contracted data system consultants, the MDHHS definitions are to be used.
2. All SUD data collected and recorded on BH-TEDS shall be reported using the proper Michigan Department of Licensing and Regulatory Affairs (LARA) substance abuse services site license number. LARA license numbers are the primary basis for recording and reporting data to MDHHS at the program level.
3. There must be a unique Person identifier assigned and reported. It must be 11 characters in length, and alphanumeric. This same number is to be used to report data for BH-TEDS and encounters for the individual within the PIHP. It is recommended that a method be established by the PIHP and funded programs to ensure that each individual is assigned the same identification number regardless of how many times he/she enters services in any program in the region, and that the client number be assigned to only one individual.

4. Any changes or corrections made at the PIHP on forms or records submitted by the program must be made on the corresponding forms and appropriate records maintained by the program. Each PIHP and its programs shall establish a process for making necessary edits and corrections to ensure identical records. The PIHP is responsible for making sure records at the state level are also corrected via submission of change records in data uploads.
5. PIHPs must make corrections to all records that are submitted but fail to pass the error checking routine. All records that receive an error code are placed in an error master file and are not included in the analytical database. Unless acted upon, they remain in the error file and are not removed by MDHHS.
6. The PIHP is responsible for generating each month's data upload to MDHHS consistent with established protocols and procedures. Monthly data uploads must be received by MDHHS via the DEG no later than the last day of the following month.
7. The PIHP must communicate data collection, recording and reporting requirements to local providers as part of the contractual documentation. PIHPs may not add to or modify any of the above to conflict with or substantively affect State policy and expectations as contained herein.
8. Statements of MDHHS policy, clarifications, modifications, or additional requirements may be necessary and warranted. Documentation shall be forwarded accordingly.

**Method for submission:** BH-TEDS data are to be submitted in a fixed length format, per the file specifications.

**Due dates:** BH-TEDS data are due monthly. The PIHP is responsible for generating each month's data upload to MDHHS consistent with established protocols and procedures. Monthly data uploads must be received by MDHHS via the DEG no later than the last day of the following month.

**Who to report:** The PIHP must report BH-TEDS data for all individuals with mental health, intellectual/developmental disabilities, and substance use disorders who receive services funded in whole or in part with MDHHS-administered funding. PIHPs participating in the Medicare/Medicaid integration project are not to report BH-TEDS records for beneficiaries for whom the PIHP's financial responsibility is to a non-contracted provider during the 180-day continuity of care.



## PROXY MEASURES FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

For FY26, the CMHSPs are required to report a limited set of data items in the Quality Improvement (QI) file for consumers with an intellectual or developmental disability. The required items and instructions are shown below. Detailed file specifications are (will be) available on the MDHHS web site.

**Instructions:** *The following elements are proxy measures for people with developmental disabilities. The information is obtained from the individual's record and/or observation. Complete when an individual begins receiving public mental health services for the first time and update at least annually. Information can be gathered as part of the person-centered planning process.*

*For purposes of these data elements, when the term "support" is used, it means support from a paid or un-paid person or technological support needed to enable the individual to achieve his/her desired future. The kinds of support a person might need are:*

- "Limited" means the person can complete approximately 75% or more of the activity without support and the caregiver provides support for approximately 25% or less of the activity.*
- "Moderate" means the person can complete approximately 50% of the activity and the caregiver supports the other 50%.*
- "Extensive" means the person can complete approximately 25% of the activity and relies on the caregiver to support 75% of the activity.*
- "Total" means the person is unable to complete the activity and the caregiver is providing 100% support.*

**Fields marked with an asterisk \* cannot be blank or the file will be rejected.**

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<b>*</b>	<b><i>Reporting Period (REPORTPD)</i></b> The last day of the month in which the consumer data is being updated. Report year, month, day: yyyyymmdd.
<b>*</b>	<b><i>PIHP Payer Identification Number (PIHPID)</i></b> The MDHHS-assigned 7-digit payer identification number must be used to identify the PIHP with all data transmissions.
<b>*</b>	<b><i>CMHSP Payer Identification Number (CMHID)</i></b> The MDHHS-assigned 7-digit payer identification number must be used to identify the CMHSP with all data transmissions.
<b>*</b>	<b><i>Consumer Unique ID (CONID)</i></b> A numeric or alphanumeric code, of 11 characters that enables the consumer and related services to be identified and data to be reliably associated with the consumer across all of the PIHP's services. The identifier should be established at the PIHP level so agency level or sub-program level services can be aggregated across all program services for the individual. The consumer's unique ID must not be changed once established since it is used to track individuals, and to link to their encounter data over time. <b>A single shared unique identifier must match the identifier used in 837 encounter for each consumer.</b>

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***Social Security Number (SSNO)***

The nine-digit integer must be recorded, if available.

Blank = Unreported [Leave nine blanks]

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***Medicaid ID Number (MCIDNO)***

Enter the ten-digit integer for consumers with a Medicaid number.

Blank = Unreported [Leave ten blanks]

***MIChild Number (CIN)***

Blank = Unreported [Leave ten blanks]

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***\*Disability Designation***

- \* **Developmental disability** (Individual meets the Mental Health Code Definition of Developmental Disability regardless of whether or not they receive services from the I/DD or MI services arrays) **(DD)**

1 = Yes

2 = No

3 = Not evaluated

- \* **Mental Illness or Serious Emotional Disturbance** individual has been evaluated and/or individual has a DSM MI diagnosis, exclusive of intellectual disability, developmental disability, or substance abuse disorder OR the individual has a Serious Emotional Disturbance.

1 = Yes

2 = No

3 = Not evaluated

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***Gender (GENDER)***

Identify consumer as male or female.

M = Male

F = Female

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***Date of birth (DOB)***

Date of Birth - Year, month, and day of birth must be recorded in that order. Report in a string of eight characters, no punctuation: YYYYMMDD using leading zeros for days and months when the number is less than 10. For example, January 1, 1945 would be reported as 19450101.

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***Predominant Communication Style (People with developmental disabilities only)***  
**(COMTYPE) 95% completeness and accuracy required.**

Indicate from the list below how the individual communicates **most of the time**:

1 = English language spoken by the individual

2 = Assistive technology used (includes computer, other electronic devices) or symbols such as Bliss board, or other “low tech” communication devices.

3 = Interpreter used - this includes a foreign language or American Sign Language (ASL) interpreter, or someone who knows the individual well enough to interpret speech or behavior.

4 = Alternative language used - this includes a foreign language, or sign language without an interpreter.

- 5 = Non-language forms of communication used – gestures, vocalizations or behavior.  
6 = No ability to communicate  
Blank = Missing

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***Ability to Make Self Understood (People with developmental disabilities only) (EXPRESS) 95% completeness and accuracy required.***

Ability to communicate needs, both verbal and non-verbal, to family, friends, or staff

- 1 = Always Understood – Expresses self without difficulty  
2 = Usually Understood – Difficulty communicating BUT if given time and/or familiarity can be understood, little or no prompting required  
3 = Often Understood – Difficulty communicating AND prompting usually required  
4 = Sometimes Understood - Ability is limited to making concrete requests or understood only by a very limited number of people  
5 = Rarely or Never Understood – Understanding is limited to interpretation of very person-specific sounds or body language  
Blank = Missing

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***Support with Mobility (People with developmental disabilities only) (MOBILITY) 95% completeness and accuracy required.***

- 1 = Independent - Able to walk (with or without an assistive device) or propel wheelchair and move about  
2 = Guidance/Limited Support - Able to walk (with or without an assistive device) or propel wheelchair and move about with guidance, prompting, reminders, stand by support, or with limited physical support.  
3 = Moderate Support - May walk very short distances with support but uses wheelchair as primary method of mobility, needs moderate physical support to transfer, move the chair, and/or shift positions in chair or bed  
4 = Extensive Support - Uses wheelchair exclusively, needs extensive support to transfer, move the wheelchair, and/or shift positions in chair or bed  
5 = Total Support - Uses wheelchair with total support to transfer, move the wheelchair, and/or shift positions or may be unable to sit in a wheelchair; needs total support to shift positions throughout the day  
Blank = Missing

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***Mode of Nutritional Intake (People with developmental disabilities only) (INTAKE) 95% completeness and accuracy required.***

- 1 = Normal – Swallows all types of foods  
2 = Modified independent – e.g., liquid is sipped, takes limited solid food, need for modification may be unknown  
3 = Requires diet modification to swallow solid food – e.g., mechanical diet (e.g., purée, minced) or only able to ingest specific foods  
4 = Requires modification to swallow liquids – e.g., thickened liquids  
5 = Can swallow only puréed solids AND thickened liquids  
6 = Combined oral and parenteral or tube feeding  
7 = Enteral feeding into stomach – e.g., G-tube or PEG tube  
8 = Enteral feeding into jejunum – e.g., J-tube or PEG-J tube  
9 = Parenteral feeding only—Includes all types of parenteral feedings, such as total parenteral nutrition (TPN)  
Blank = Missing

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***Support with Personal Care (People with developmental disabilities only) (PERSONAL) 95% completeness and accuracy required.***

Ability to complete personal care, including bathing, toileting, hygiene, dressing and grooming tasks, including the amount of help required by another person to assist. This measure is an overall estimation of the person's ability in the category of personal care. If the person requires guidance only for all tasks but bathing, where he or she needs extensive support, score a "2" to reflect the overall average ability. The person may or may not use assistive devices like shower or commode chairs, long-handled brushes, etc. Note: assistance with medication should NOT be included.

- 1 = Independent - Able to complete all personal care tasks without physical support
- 2 = Guidance/Limited Support - Able to perform personal care tasks with guidance, prompting, reminding or with limited physical support for less than 25% of the activity
- 3 = Moderate Physical Support - Able to perform personal care tasks with moderate support of another person
- 4 = Extensive Support - Able to perform personal care tasks with extensive support of another person
- 5 = Total Support – Requires full support of another person to complete personal care tasks (unable to participate in tasks)
- Blank = Missing

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***Relationships (People with developmental disabilities only) (RELATION) 95% completeness and accuracy required.***

Indicate whether or not the individual has "natural supports" defined as persons outside of the mental health system involved in his/her life who provide emotional support or companionship.

- 1 = Extensive involvement, such as daily emotional support/companionship
- 2 = Moderate involvement, such as several times a month up to several times a week
- 3 = Limited involvement, such as intermittent or up to once a month
- 4 = Involved in planning or decision-making, but does not provide emotional support/companionship
- 5 = No involvement
- Blank = Missing

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***Status of Family/Friend Support System (People with developmental disabilities only) (SUPPSYS) 95% completeness and accuracy required.***

Indicate whether current (unpaid) family/friend caregiver status is at risk in the next 12 months; including instances of caregiver disability/illness, aging, and/or re-location. "At risk" means caregiver will likely be unable to continue providing the current level of help, or will cease providing help altogether but no plan for replacing the caregiver's help is in place.

- 1 = Care giver status is not at risk
- 2 = Care giver is likely to reduce current level of help provided
- 3 = Care giver is likely to cease providing help altogether
- 4 = Family/friends do not currently provide care
- 5 = Information unavailable
- Blank = Missing

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***Support for Accommodating Challenging Behaviors (People with developmental disabilities only) (BEHAV) 95% completeness and accuracy required.***

Indicate the level of support the individual needs, if any, to accommodate challenging behaviors. “Challenging behaviors” include those that are self-injurious, or place others at risk of harm.

(Support includes direct line of sight supervision)

- 1 = No challenging behaviors, or no support needed
- 2 = Limited Support, such as support up to once a month
- 3 = Moderate Support, such as support once a week
- 4 = Extensive Support, such as support several times a week
- 5 = Total Support – Intermittent, such as support once or twice a day
- 6 = Total Support – Continuous, such as full-time support
- Blank = Missing

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***Presence of a Behavior Plan (People with developmental disabilities only) (PLAN) 95% accuracy and completeness required.***

Indicate the presence of a behavior plan during the past 12 months.

- 1 = No Behavior Plan
- 2 = Positive Behavior Support Plan or Behavior Treatment Plan without restrictive and/or intrusive techniques requiring review by the Behavior Treatment Plan Review Committee
- 3 = Behavior Treatment Plan with restrictive and/or intrusive techniques requiring review by the Behavior Treatment Plan Review Committee
- Blank = Missing

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***Use of Psychotropic Medications (People with developmental disabilities only) 95% accuracy and completeness required.***

Fill in the number of anti-psychotic and other psychotropic medications the individual is prescribed. See the codebook for further definition of “anti-psychotic” and “other psychotropic” and a list of the most common medications.

- 51.1: Number of Anti-Psychotic Medications (**AP**) \_\_\_\_  
Blank = Missing
- 51.2: Number of Other Psychotropic Medications (**OTHPSYCH**) \_\_\_\_  
Blank = Missing

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***Major Mental Illness (MMI) Diagnosis (People with developmental disabilities only) 95% accuracy and completeness required.***

This measure identifies major mental illnesses characterized by psychotic symptoms or severe affective symptoms. Indicate whether or not the individual has one or more of the following major mental illness diagnoses: Schizophrenia, Schizophreniform Disorder, or Schizoaffective Disorder (ICD code 295.xx); Delusional Disorder (ICD code 297.1); Psychotic Disorder NOS (ICD code 298.9); Psychotic Disorder due to a general medical condition (ICD codes 293.81 or 293.82); Dementia with delusions (ICD code 294.42); Bipolar I Disorder (ICD codes 296.0x, 296.4x, 296.5x, 296.6x, or 296.7); or Major Depressive Disorder (ICD codes 296.2x and 296.3x). The ICD code must match the codes provided above. Note: Any digit or no digit at all, may be substituted for each “x” in the codes.

- 1 = One or more MMI diagnosis present
- 2 = No MMI diagnosis present
- Blank = Missing

## CHAMPS BEHAVIORAL HEALTH REGISTRY FILE

**Purpose:** In the past basic consumer information from the QI (MH) and TEDS (SUD) files were sent to CHAMPS to be used as a validation that the consumer being reported in the Encounters is a valid consumer for the reporting PIHP. With QI eventually being phased out during FY16 and TEDS ending on 9/30/2015, BHTEDS will be replacing them both beginning 10/1/2015. To use BHTEDS to create the CHAMPS validation file would be difficult as there would be three different types of records – mental health, substance use disorder and co-occurring.

**Requirement:** To simplify the process of creating this validation file, BHDDA is introducing a new file called the Behavioral Health Registry file. For this file, PIHPs are required to report five fields of data with only three being required. The required fields are: PIHP Submitter ID, Consumer ID and Begin Date (date less than or equal to first Date of Service reported in Encounters.) The following two fields will only be reported if the consumer has either: Medicaid ID and MICHild ID.

The file specifications and error logic for the Registry are (will be) available on the MDHHS web site at: [http://www.michigan.gov/mdhhs/0,4612,7-132-2941\\_38765---,00.html](http://www.michigan.gov/mdhhs/0,4612,7-132-2941_38765---,00.html)  
Submissions of the BH Registry file by CHAMPS will be ready by 10/1/2015.

### Data Record

Record Format: rc1041.06									
Element #	Data Element Name	Picture	Usage	Format	From	To	Validated	Required	Definition
1	Submitter ID	Char(4)	4		1	4	Yes	Yes	Service Bureau ID (DEG Mailbox ID)
2	Consumer ID	Char(11)	11		5	15	No	Yes	Unique Consumer ID
3	Medicaid ID	Char(10)	10		16	25	Yes	Conditional	Must present on file if available.
4	MICHild ID	Char(10)	10		26	35	Yes	Conditional	MICHILD ID [CIN] Must present on file if available.
5	Begin Date	Date	8	YYYYMM MDD	36	43	Yes	Yes	

**ENCOUNTERS PER MENTAL HEALTH, DEVELOPMENTAL DISABILITY, AND  
SUBSTANCE ABUSE BENEFICIARY  
DATA REPORT**

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**Due dates:** Encounter data are due within 30 days following adjudication of the claim for the service provided, or in the case of a PIHP whose business practices do not include claims payment, within 30 days following the end of the month in which services were delivered. It is expected that encounter data reported will reflect services for which providers were paid (paid claims), third party reimbursed, and/or any services provided directly by the PIHP. Submit the encounter data for an individual on any claims adjudicated, regardless of whether there are still other claims outstanding for the individual for the month in which service was provided. In order that the department can use the encounter data for its federal and state reporting, it must have the count of units of service provided to each consumer during the fiscal year. Therefore, the encounter data for the fiscal year must be reconciled within 90 days of the end of the fiscal year. Claims for the fiscal year that are not yet adjudicated by the end of that period, should be reported as encounters with a monetary amount of "0." Once claims have been adjudicated, a replacement encounter must be submitted.

**Who to Report:** The CMHSP must report the encounter data for all mental health and developmental disabilities (MH/DD) Medicaid beneficiaries in its entire service area for all services provided under MDHHS benefit plans. The PIHP must report the encounter data for all substance use disorder Medicaid beneficiaries in its service area. Encounter data is collected and reported for every beneficiary for which a claim was adjudicated or service rendered during the month by the PIHP (directly or via contract) regardless of payment source or funding stream. PIHP's and CMHSPs that contract with another PIHP or CMHSP to provide mental health services should include that consumer in the encounter data set. In those cases the PIHP or CMHSP that provides the service via a contract should not report the consumer in this data set. Likewise, PIHPs or CMHSPs that contract directly with a Medicaid Health Plan, or sub-contract via another entity that contracts with a Medicaid Health Plan to provide the Medicaid mental health outpatient benefit, should not report the consumer in this data set.

The Health Insurance Portability and Accountability Act (HIPAA) mandates that all consumer level data reported after October 16, 2002, must be compliant with the transaction standards. A summary of the relevant requirements is:

- Encounter data (service use) is to be submitted electronically on a Health Care Claim 5010 as appropriate.
- The encounter requires a small set of specific demographic data: gender, diagnosis, Medicaid number, race, and social security number, and name of the consumer.
- Information about the encounter such as provider name and identification number, place of service, and amount paid for the service is required.
- The 837 includes a "header" and "trailer" that allows it to be uploaded to the CHAMPS system.
- Every behavioral health encounter record must have a corresponding Behavioral Health Registry record reported prior to the submission of the Encounter. Failure to report both an encounter record and a registry record for a consumer receiving services will result in the encounter being rejected by the CHAMPS system.

The information on HIPAA contained in this contract relates only to the data that MDHHS is requiring for its own monitoring and/or reporting purposes and does not address all aspects of the HIPAA transaction standards with which PIHPs must comply for other business partners (e.g., providers submitting claims, or third-party payers). Further information is available at [www.michigan.gov/MDHHS](http://www.michigan.gov/MDHHS).

Data that is uploaded to CHAMPS must follow the HIPAA-prescribed formats for encounter data. The 837/5010 includes header and trailer information that identifies the sender and receiver and the type of information being submitted. If data does not follow the formats, entire files could be rejected by the electronic system.

HIPAA also requires that procedure codes, revenue codes and modifiers approved by the CMS be used for reporting encounters. Those codes are found in the Current Procedural Terminology (CPT) Manual, Fifth Edition, published by the American Medical Associations, the Health Care Financing Administration Common Procedure Coding System (HCPCS), the National Drug Codes (NDC), the Code on Dental Procedures and Nomenclature (CDPN), the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM), ICD-10 and the Michigan Uniform Billing Manual. The procedure codes in these coding systems require standard units that must be used in reporting on the 837/5010.

MDHHS has produced a code list of covered Medicaid specialty and Habilitation Supports waiver supports and services names (as found in the Medicaid Provider Manual) and the CPT or HCPCS codes/service definition/units as soon as the majority of mental health services have been assigned CPT or HCPCS codes. This code list is available on the MDHHS web site.

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The following elements reported on the 837/ 5010 encounter format will be used by MDHHS Quality Management and Planning Division for its federal and state reporting, the Contracts Management Section and the state's actuary. The items with an \*\* are required by HIPAA, and when they are absent will result in rejection of a file. Items with an \*\* must have 100% of values recorded within the acceptable range of values. Failure to meet accuracy standards on these items will result in contract action.

Refer to HIPAA 837 transaction implementation guides for exact location of the elements. Please consult the HIPAA implementation guides, and clarification documents (on MDHHS's web site) for additional elements required of all 837/5010 encounter formats. The Supplemental Instructions contain field formats and specific instructions on how to submit encounter level data.

**\*\*1.a. *PIHP Plan Identification Number (PIHPID) or PIHP CA Function ID***

The MDHHS-assigned 7-digit payer identification number must be used to identify the PIHP with all data transactions.

**1.b. *CMHSP Plan Identification Number (CMHID)***

The MDHHS-assigned 7-digit payer identification number must be used to identify the CMHSP with all mental health and/or developmental disabilities transactions.

**\*\*2. *Identification Code/Subscriber Primary Identifier (please see the details in the submitter's manual)***

Ten-digit Medicaid number must be entered for a **Medicaid, or MICHild** beneficiary.



If the consumer is not a beneficiary, enter the nine-digit **Social Security** number.

If consumer has neither a Medicaid number nor a Social Security number, enter the unique identification number assigned by the CMHSP or **CONID**.

**\*\*3. Identification Code/Other Subscriber Primary Identifier (please see the details in the submitter's manual)**

Enter the consumer's unique identification number (**CONID**) assigned by the CMHSP **regardless** of whether it has been used above.

**\*\*4. Date of birth**

Enter the date of birth of the beneficiary/consumer.

**\*\*5. Diagnosis**

Enter the ICD-10 primary diagnosis of the consumer.

**\*\*6. EPSDT**

Enter the specified code indicating the child was referred for specialty services by the EPSDT screening.

**\*\*7. Encounter Data Identifier**

Enter specified code indicating this file is an encounter file.

**\*\*8. Line Counter Assigned Number**

A number that uniquely identifies each of up to 50 service lines per claim.

**\*\*9. Procedure Code**

Enter procedure code from code list for service/support provided. The code list is located on the MDHHS web site.

**\*10. Procedure Modifier Code**

Enter modifiers as required for Habilitation Supports Waiver services provided to enrollees; for Autism Benefit services; for Community Living Supports and Personal Care levels of need; for Nursing Home Monitoring; and for evidence-based practices. See Costing per Code List.

**\*11. Monetary Amount (effective 10/1/13):**

Enter the charge amount, paid amount, adjustment amount (if applicable), and adjustment code in claim information and service lines.

See Instructions for Reporting Financial Fields in Encounter Data at:

<http://www.michigan.gov/mdhhs/0,4612,7-132-2941---,00.html>

Click on "Reporting Requirements."

**\*\*12. Quantity of Service**

Enter the number of units of service provided according to the unit code type. **Only whole numbers should be reported.**

**13. Place of Service Code**

Enter the specified code for where the service was provided, such as an office, inpatient

hospital, etc.

See PIHP/CMHSP Encounter Reporting HCPCS and Revenue Codes Chart at:  
<http://www.michigan.gov/mdhhs/0,4612,7-132-2941---,00.html>  
Click on Reporting Requirements, then code charts.

**14. *Diagnosis Code Pointer***

Points to the diagnosis code at the claim level that is relevant to the service.

**\*\*15. *Date Time Period***

Enter date of service provided (how this is reported depends on whether the Professional, or the Institutional format is used)

**\*\*16. *Billing Provider Name***

Enter the name of the Billing Provider for all encounters. See Instructions for Reporting Financial Fields in Encounter Data at: [Adult Behavioral Health & Developmental Disability \(michigan.gov\)](#) . Click on Reporting Requirements.

If the Billing Provider is a specialized licensed residential facility also report the LARA license facility number. See Instructions for Reporting Specialized Residential Facility Details at: [Adult Behavioral Health & Developmental Disability \(michigan.gov\)](#) . Click on Reporting Requirements.

**\*\*17. *Rendering Provider Name***

Enter the name of the Rendering Provider when different from the Billing Provider. See Instructions for Reporting Financial Fields in Encounter Data at: [Adult Behavioral Health & Developmental Disability \(michigan.gov\)](#) . Click on Reporting Requirements.

**18. *Facility Location of the Specialized Residential Facility***

In instances in which the specialized licensed residential facility is not the Billing Provider, report the name, address, NPI (if applicable) and LARA license of the facility in the Facility Location (2310C loop). See Instructions for Reporting Specialized Residential Facility Details at: [Adult Behavioral Health & Developmental Disability \(michigan.gov\)](#) . Click on Reporting Requirements.

**\*\*19. *Provider National Provider Identifier (NPI), Employer Identification Number (EIN) or Social Security Number (SSN)***

Enter the appropriate identification number for the Billing Provider, and as applicable, the Rendering Provider. (See Instructions for Reporting Financial Fields in Encounter Data at: [Adult Behavioral Health & Developmental Disability \(michigan.gov\)](#) . Click on Reporting Requirements.

### **SUB-ELEMENT COST REPORT**

This report provides the total service data necessary for MDHHS management of CMHSP contracts and reporting to the Legislature. The data set reflects and describes the support activity provided to or on behalf of all consumers receiving services from the CMHSP **regardless of funding stream** (Medicaid, general fund, grant funds, private pay, third party pay, autism, contracts). The format is presented by procedure code, beginning with facility services reported by revenue code. Most of the activity reported here will also have been reported in the encounter data system. Refer to the PIHP/CMHSP Encounter Reporting Costing per Code and Code Chart on the MDHHS web site for a crosswalk between services and the appropriate codes.

Instructions and reporting templates can be found at:

[http://www.michigan.gov/MDHHS/0,4612,7-132-2941\\_38765---,00.html](http://www.michigan.gov/MDHHS/0,4612,7-132-2941_38765---,00.html)

### **CMHSP GENERAL FUND COST REPORT**

This report provides the general fund cost and service data necessary for MDHHS management of CMHSP contracts. The data set of cases, units and costs reflects and describes the support activity provided to or on behalf of all uninsured and underinsured consumers receiving services from the CMHSP paid with general funds. This report also includes information on consumers who are enrolled in a benefit plan (-e.g., Medicaid, or Children's Waiver) but who are also receiving a general fund-covered service like family friend respite or state inpatient or are on spend-down and receiving some of their services funded by general fund. The format is presented by procedure code, beginning with facility services reported by revenue code. Most of the activity reported here will also have been reported in the encounter data system. Refer to the PIHP/CMHSP Encounter Reporting Costing per Code and Code Chart on the MDHHS web site for a crosswalk between services and the appropriate codes.

Instructions and reporting templates can be found at:

[http://www.michigan.gov/MDHHS/0,4612,7-132-2941\\_38765---,00.html](http://www.michigan.gov/MDHHS/0,4612,7-132-2941_38765---,00.html)

**MICHIGAN MISSION-BASED PERFORMANCE INDICATOR SYSTEM  
FOR CMHSPS**

Per the Federal Requirements 42 CFR Subpart E – Quality Measurement and Improvement; External Quality Review, MDHHS requires that all CMHSPs report on the MMBPIS measures. The MMBPIS measures address the domains of access, efficiency and outcomes outlined in the federal requirements. The reporting requirements can be found on the Michigan Department of Health and Human Services website at

### **CRITICAL INCIDENT REPORTING**

PIHPs will report the following events, except Suicide, within 60 days after the end of the month in which the event occurred for individuals actively receiving services, with individual level data on consumer ID, event date, and event type:

**Suicide** for any individual actively receiving services at the time of death, and any who have received emergency services within 30 days prior to death. Once it has been determined whether or not a death was suicide, the suicide must be reported within 30 days after the end of the month in which the death was determined. If 90 calendar days have elapsed without a determination of cause of death, the PIHP must submit a “best judgment” determination of whether the death was a suicide. In this event the time frame described in “a” above shall be followed, with the submission due within 30 days after the end of the month in which this “best judgment” determination occurred.

**Non-suicide death** for individuals who were actively receiving services and were living in a Specialized Residential facility (per Administrative Rule R330.1801-09) or in a Child-Caring institution; or were receiving community living supports, supports coordination, targeted case management, ACT, Home-based, Wraparound, Habilitation Supports Waiver, SED waiver or Children’s Waiver services. If reporting is delayed because the PIHP is determining whether the death was due to suicide, the submission is due within 30 days after the end of the month in which the PIHP determined the death was not due to suicide.

**Emergency Medical treatment due to Injury or Medication Error** for people who at the time of the event were actively receiving services and were living in a Specialized Residential facility (per Administrative Rule R330.1801-09) or in a Child-Caring institution; or were receiving either Habilitation Supports Waiver services, SED Waiver services or Children’s Waiver services.

**Hospitalization due to Injury or Medication Error** for individuals who at the time of the event were actively receiving services and were living in a Specialized Residential facility (per Administrative Rule R330.1801-09) or in a Child-Caring institution; or receiving Habilitation Supports Waiver services, SED Waiver services, or Children’s Waiver services.

**Arrest of Consumer** for individuals who at the time of the event were actively receiving services and were living in a Specialized Residential facility (per Administrative Rule R330.1801-09) or in a Child-Caring institution; or receiving Habilitation Supports Waiver services, SED Waiver services, or Children’s Waiver services.

Methodology and instructions for reporting are posted on the MDHHS web site at [www.michigan.gov/MDHHS](http://www.michigan.gov/MDHHS). Click on “Behavioral Health and Developmental Disabilities”, then “Mental Health”, then “Policies and Practice Guidelines”.

## **RECIPIENT RIGHTS DATA REPORTING REQUIREMENTS**

### **I. Background/Regulatory Overview**

The Michigan Mental Health Code requires each CMHSP and licensed hospital to provide complaint data to MDHHS-ORR [MCL 330.1755(5)(i) and MCL 330.1755(6)]. MDHHS-ORR is required to review the submitted data [MCL 330.1754(6)(l)] and submit the data to the MDHHS Director and State Legislature [MCL330.1754(6)(o)]. This requirement establishes how complaint data are reported to MDHHS-ORR.

Additionally, MCL.330.1232a(6) requires MDHHS-ORR conduct an on-site review of each CMHSP's recipient rights system to ensure compliance with standards every three years. This requirement describes the process for providing necessary data and documentation to facilitate these reviews.

### **II. Recipient Rights Data Reports**

- A. The CMHSP will submit an aggregated data report on the current status of recipient rights in the CMHSP system and a review of the operations of the Office of Recipient Rights on a semi-annual basis.
- B. MDHHS-ORR will provide a tool that must be utilized to report required data.
- C. The report must be complete and provide an accurate aggregation of data collected at the CMHSP.
- D. The Semi-Annual Report
  - 1. The Semi-Annual Report covers complaint data for the period of October 1 through March 31.
  - 2. The Semi-Annual Report is due to MDHHS-ORR by June 30.
- E. The Annual Report
  - 1. The Annual Report is a comprehensive report on the status of rights protection at the agency for the period of October 1 through September 30.
  - 2. The Annual Report is due to MDHHS-ORR by December 30.

### **III. CMHSP Triennial On-Site Assessments**

- A. MDHHS-ORR will provide notice to all CMHSPs of the reporting requirements and assessment dates for on-site assessments to be conducted during the year by January 31.
- B. The CMHSP-ORR to be assessed must provide requested data to MDHHS-ORR no later than 30 business days prior to the start date of the assessment. MDHHS-ORR will provide the tool that must be utilized to report required data. Data to be provided will include, at a minimum:
  - 1. The recipient rights complaint log for the three-year period prior to the start date of the assessment (redacting the names of complainants and recipients);
  - 2. Complete information (dates of visits, remedial action requested, and results of plans of correction) regarding all visits to service sites for the three-year period prior to the start date of the assessment;
  - 3. Dates of hire and dates of recipient rights new hire training for all CMHSP employees and employees of contracted providers hired during the three-year period prior to the start date of the assessment;
  - 4. One signed, current contract for each type of service provided:
    - a) Residential providers
    - b) Other service providers
    - c) Inpatient psychiatric units (include an out of state contract if applicable)
    - d) Professional staff (psychiatrists, OTs, PTs, etc.)

5. Training materials used in Recipient Rights training.
  6. The completed ORR Policy Review Standards document, identifying the name and number of the policy as well as the page numbers where policy elements are located.
- C. At the time of the on-site visit the CMHSP will provide the following information:
1. Agency organizational chart.
  2. Job descriptions for staff of the ORR.
  3. A list of Recipient Rights Advisory Committee (RRAC) members and a separate list of categories represented on the RRAC.
  4. Minutes of the RRAC for the three-year period prior to the start date of the assessment.
  5. Informational packets/brochures provided to the public, recipients, or family members. (Include any poster which identifies the Rights Officer/Advisors and the means of contacting them).
  6. Documentation using the tool provided by MDHHS-ORR for all site monitoring activities for the period covered will be submitted in preparation for the on-site assessment.
  7. Access to policies/procedures of any service providers allowed by contract to develop their own policies.
  8. Access to all records documenting the completion of recipient rights training for CMHSP employees and employees of contracted providers hired during the three-year period prior to the start date of the assessment.
  9. Access to all records documenting the completion of approved training received by Recipient Rights Office staff for the three-year period prior to the start date of the assessment.
- D. Review of the recipient rights policies and rights system of each licensed hospital under contract with the community mental health services program to ensure that the rights protection system is in compliance with this act and is of a uniformly high standard pursuant to MCL 330.1755(1)(g) is the responsibility of the State Office of Recipient Rights.