

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 Kimberly Prowse		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 via the Monthly Monitoring Report.
- D. The Provider shall notify Region 10 PIHP of all action at governing board meetings which effects current prevention allocation via the Monthly Monitoring Report. 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	15 th of each month
Financial Status Report	Monthly	7 th of each month
Prevention Monthly Monitoring Report	Monthly	15 th 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
Program Budget Cost Detail	Annually, amended as needed	Prior to October 1 st
Program Budget Summary	Annually, amended as needed	Prior to October 1 st

V. PROCEDURES: N/A

VI. EXHIBITS: N/A