

Title of Manual: Mid-South Substance Abuse Commission Policy and Procedures			Page 1 of 2	
			History	
Policy Number: A008	Subject/Title: Delinquency Reporting Policy		Replaces:	7/2006
			Last Reviewed:	3//2009
Issued By: Executive Director	Approved By: Board of Directors Date: 3/23/2009	Scope: All Treatment and Prevention Providers	Effective:	3/23/2009

1. **POLICY**

Mid-South is required to submit prevention, treatment, and financial reports to the Michigan Department of Community Health, (MDCH) and/or the Prepaid Inpatient Health Plans (PIHP) on a monthly, quarterly, and annual basis. Reports as used in this policy include client, financial, and budget data items as stated in the MDCH contract requirements and PIHP contracts. Mid-South's ability to meet the deadlines required by MDCH is dependent on contracted prevention and treatment providers' compliance with report submission due dates.

2. **REPORT DUE DATES**

Reports are due from providers on designated due dates established annually by Mid-South. Submission of reports is due on or prior to the due dates.

3. **AUTHORIZED EXTENSIONS**

If a report cannot be submitted by a provider on the scheduled due date, the following extension process has been established to be used for such exception.

- 3.1. An agreed upon extension due date, between the provider and Mid-South, must be established 48 hours prior to the due date. Mid-South will review extension requests and has the authority to make the final decision.
- 3.2. All extensions for prevention provider, non-financial, reports shall be directed to the Prevention Coordinator. In the Prevention Coordinator's absence, contact the Prevention Assistant.
- 3.3. All extensions for treatment provider, non-financial, reports shall be directed to the Quality Assurance Manager.
- 3.4. All extensions for financial, non-budget, reports for prevention and treatment providers shall be directed to the Finance Assistant. In the Finance Assistant's absence, contact the Finance Manager.
- 3.5. All extensions for fiscal year budgets and budget amendments shall be directed to the Finance Manager.
- 3.6. All extensions related to providers with performance contracts, non-financial, shall be directed to the Treatment Manager.
- 3.7. If any of these positions are vacant or if any of the personnel will not return prior to the due date (i.e. vacation), extensions should be directed to the Executive Director.

4. **DELINQUENT REPORTS**

Reports are delinquent when they are not submitted to Mid-South on or prior to the designated due dates and there is no approved extension. If it is necessary for Mid-South to call the provider to receive a report, the report is considered delinquent. If a provider does not meet an extension deadline, the report is considered delinquent.

4.1. Consequence(s) to delinquency:

- 4.1.1. It is the providers' responsibility to contact Mid-South as soon as the provider is aware of any difficulties in meeting any submission due date. If providers do not contact Mid-South

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according to the timeframe noted above and are late in submitting reports, Mid-South maintains the right to withhold reimbursement.

4.2. Procedure regarding delinquent reports:

4.2.1.A written warning, (Form A100 Notice of Delinquency) will be sent to the provider via facsimile or e-mail.

4.2.2.Providers must respond within three (3) working days of the notice of delinquency by submitting the report or Mid-South will withhold the reimbursement.

4.2.3.A Notice of Withholding Reimbursement memorandum will be sent to the provider to inform of the reimbursement withholdings.

4.3. The following table explains the actions to be taken with report submission:

Report submission	Action to be taken
Report submitted <u>on time</u>	Provider to receive reimbursement as scheduled.
Report late but submitted <u>before</u> scheduled reimbursement	Mid-South will hold reimbursement for 5 days following scheduled reimbursement date.
Report late but submitted <u>after</u> scheduled reimbursement	Mid-South will hold next reimbursement for 5 days following scheduled reimbursement date.
Report <u>never submitted</u>	Mid-South will hold reimbursement until report is received.

5. MONITORING REPORT SUBMISSION

5.1. Providers' responses to submission of reports on designated due dates will be documented and reviewed. Reporting trends will be part of the ongoing Mid-South review process. Mid-South will contact those providers who have delinquencies to review reasons for delinquency and offer technical assistance. If the problem with delinquencies is unresolved, Mid-South's management team may decide to go through the corrective action and sanctions process.

5.2. Mid-South staff will maintain the delinquency database that includes each report due date, date of late report, notes of check withholding, date of late report submitted, and notes when withheld checks are sent to the provider.

References:

Notice of Withholding Reimbursement
Form A100 - Notice of Delinquency