

<p align="center">Community Mental Health Affiliation of Mid-Michigan</p> <p>SUBJECT: PIHP Requirements for Information Management</p> <p>SCOPE: All CMHA Programs and CAs</p>	<p>POLICY : 6.0</p>	<p align="center">REVIEW DATES</p>	
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	<p>ISSUED BY: PIHP Director of Information Services and Director of Affiliation Operations</p> <p>APPROVED BY: Board of Directors</p>	01/08/08	11/08/11
		02/02/09	
		01/14/10	
12/16/10			
<p align="center">Effective Date: 11/16/2006</p>	<p align="center">Revised Date:</p>		

I. PURPOSE:

To ensure that all CMHAMM affiliates maintain Information Services practices that are adequate to fulfill their obligations under the Medicaid sub-contract.

This policy and all related procedures will apply only to those activities involving the use of Medicaid funding.

II. POLICY:

The PIHP of CMHAMM shall ensure that all CMHAMM affiliates have an effective information system that complies with requirements established by federal and state statutes and the MDCH PIHP contract. The Affiliate information system includes, but is not limited to, collecting, managing, and submitting required data.

III. RESPONSIBILITIES:

- A. The PIHP shall monitor compliance by submitted reports and at least one annual site visit/survey.
- B. The CMHSPs shall maintain current knowledge of all DCH technical advisories and expectations that relates to IS standards, reporting requirements and data submissions.
- C. The CMHSPs and CAs shall accurately report required data on time and in accordance with CMHAMM and MDCH requirements.
- D. The CMHSP and CAs shall meet the BBA standards and provide evidence of compliance with the BBA.

IV. MONITORING AND REVIEW:

The PIHP Director of Information Services will monitor these functions and along with the Director of Affiliation Operations reviews this policy annually. External review will include MDCH and CMS site visits and reporting.

V. RELATED POLICIES AND PROCEDURES:

CMHAMM Procedure 6.1 Information Management