

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 Community Health. 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 (QI and 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 QI files from CMHs and TEDS files from Coordinating Agencies.
- 3. Reviews QI and TEDS data submission for accuracy and timeliness. Follows up with CMH and SUD Provider if issues with compliance exist.
- 4. Submits QI files and TEDS files to MDHHS prior to submitting encounter files.

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CMH Providers/Subcontractors and SUD Providers

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

CMH/CA Administrative Staff

1. Submits QI and TEDS reporting to the PIHP utilizing acceptable format, as specified in the PIHP-CMH/SUD contract.

VI. EXHIBITS: N/A