

Policy 3.0

POLICY TITLE:	INFORMATION SYSTEMS (IS) MANAGEMENT	POLICY # 3.0	REVIEW DATES	
Topic Area:	INFORMATION MANAGEMENT	ISSUED BY: Chief Executive Officer APPROVED BY: Board of Directors	11/21/2013	1/1/2015
Applies to:	LRE Staff and Operations, Member CMHSP's, LRE Provider Network		9/1/2020	2/2/2024
Developed and Maintained by:	CEO and Designee			
Supersedes:	N/A			
		Effective Date: January 1, 2014	Revised Date: 12/16/21	

I. PURPOSE

To establish consistent data transmission and maintenance procedures for LRE and its members and to ensure compliance with State and Federal contracts and regulations.

II. POLICY

Lakeshore Regional Entity (LRE) and its member Community Mental Health Service Programs (CMHSPs) will conduct Information Systems Management according to the Michigan Department of Health and Human Services (MDHHS) contract and comply with State and Federal regulations. LRE and its members will utilize electronic standard transactions, wherever feasible to conduct its business. LRE and its members will utilize a software system to accept, analyze, record and report enrollment, demographics, revenue, clinical, quality, authorization, and utilization data.

A. LRE Information Services Responsibilities

1. LRE shall distribute Medicaid enrollment files to each Member CMHSP.
2. LRE shall maintain mechanisms to collect MDHHS required information from CMHSPs, aggregate it as necessary, submit it to MDHHS and provide appropriate feedback to CMHSPs.
3. LRE shall ensure compliance by review and monitoring of data submission and reports as well as conducting CMHSP monitoring as necessary.

B. CMHSP Information Services Responsibilities

1. Each CMHSP participant shall maintain current knowledge of all MDHHS technical advisories and expectations related to Information Technology standards, reporting requirements and data submissions.
2. Each CMHSP participant shall timely and accurately report required data in accordance with LRE and MDHHS requirements.
3. Each CMHSP participant shall meet HIPAA Privacy, Security, HITECH Act and BBA standards for information system functions as delegated by LRE and shall provide evidence of compliance upon request.

C. Monitoring and Oversight

- a. The LRE Chief Information Officer (CIO) will monitor performance of the information systems functions and shall review LRE policy annually with CMHSP participant CIOs.
- b. External review will be conducted annually and will include MDHHS and External Quality Review visits and reporting.

III. APPLICABILITY AND RESPONSIBILITY

This policy applies to LRE staff and Member CMHSPs.

IV. MONITORING AND REVIEW

This policy will be reviewed by the CEO and designee, on an annual basis.

V. DEFINITIONS

BBA: Balanced Budget Act

Data Warehousing System: This is a centralized electronic repository for data.

Encryption: A method to protect data in motion and/or at rest.

HIPAA: Health Insurance Portability and Accountability Act

HIPAA compliant, HL7, CCD, XML, ASCII, 270/271 Data formats: These are various industry standard formats for sending and receiving data.

HITECH: Health Information Technology for Economic and Clinical Health

IT: Information Technology

Protected Health Information (PHI): Identifying information about the person served by the PIHP.

ROAT: Regional Operations Advisory Team

MDHHS: Michigan Department of Health and Human Services

VI. RELATED POLICIES AND PROCEDURES

- A. Information Management policies and procedures
- B. Quality Policies and Procedures
- C. Compliance Policies and Procedures
- D. LRE Corporate Compliance Plan

VII. REFERENCES/LEGAL AUTHORITY

- A. Balanced Budget Act 1997
- B. HIPAA Act 1996
- C. HITECH Act 2009
- D. MDHHS Medicaid Specialty Supports and Services Contract

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
11/23/21		CIO
12/16/21	Add language, separated policy/procedure	CEO and Designee
