



Insert Date

Dear _____,

After routine review of Substance Use Disorder Prevention Provider data entries into the Michigan Prevention Data System (MPDS), the CMHPSM has determined that INSERT PROVIDER NAME HERE is deficient in entering direct service data. The total number of direct service units and hours entered for the period of INSERT QUARTER HERE are as follows:

	MPDS Units	Hours

As a reminder, the CMHPSM contract with INSERT PROVIDER NAME HERE for Substance Use Disorder Prevention Services, Attachment D: Performance Reporting, requires that all CMHPSM-funded direct service activities be entered into MPDS monthly (the 15th of each month for the previous month's activities).

All CMHPSM-funded direct Prevention services completed for your program to-date must be entered into MPDS no later than INSERT DUE DATE HERE. Further lack of compliance will require a Corrective Action Plan to remediate this breach in fulfilling contract requirements.

Please contact us with questions.

Thank you,

Marci Scalera, ACSW, LMSW, CAADC
Director of Clinical & Substance Use Disorder Services
scaleram@cmhpsm.org

Attachment:

CMHPSM Contract: Attachment D – Performance Reporting

ATTACHMENT D: PERFORMANCE REPORTING
Substance Use Disorder Prevention Services

A. Data Reporting: The PIHP fiscal year is October 1 through September 30. CONTRACTOR is required to use the following reporting systems during the term of this contract:

Substance Use Disorder Prevention Services

Report Type	Reporting System	Report Due Date	Report Timeframe
Confirmation of final Program Outcomes	Outcomes Progress Report	November 1	N/A
Direct Service Hours	Michigan Prevention Data System (MPDS)	15 th of the following month	Monthly
1 st Quarter Performance	Program Progress Questionnaire	January 15	Quarter 1: October 2016—December 2016
Mid-Year Performance	Outcomes Progress Report	April 15	October 2016 — March 2017
3 rd Quarter Performance	Program Progress Questionnaire	July 15	Quarter 3: April 2017 — June 2017
Year-End Performance	Outcomes Progress Report	October 15	October 2016 — September 2017
CMHPSM EBI Prevention Assessment & Fidelity Form	CMHPSM EBI Fidelity Form	April 15 & October 15	Biannually (twice per year)
12 Community Sectors Checklist (coalitions only)	12 Community Sectors Checklist	April 15 & October 15	Biannually (twice per year)
Year-End Program Highlights & Results	Program Briefs	November 1	Annually