

Reporting on Reportable Individuals – Technical Details

A period of reportable individual activity refers to the period of time that begins either (a) when a person first takes part in a qualifying reportable individual activity or (b) 91 days after the date of exit of a preceding period of participation. A period of reportable individual activity ends when either (a) no services have been received for more than 90 days or (b) 90 days prior to the start of a subsequent period of participation. A new period of reportable individual activity must be recorded when more than 90 consecutive days have elapsed since that reportable individual last engaged with the program via self-service or an information-only service or activity. This “end of the period of reportable individual activity” is needed in order to prevent reportable individuals who have stopped receiving services from staying in the system indefinitely.

In cases where a person has a period of reportable individual activity lasting more than 90 days, prior to becoming a participant, two records must be reported. The first record represents the period of reportable individual activity and must end 91 days before the date of program entry for the subsequent period of participation. The second record represents the period of participation and will include any reportable individual services or activities occurring within 90 days prior to the date or program entry.

In cases where a person has a period of reportable individual activity lasting fewer than 90 days, prior to becoming a participant, only one record must be reported. The record represents a period of participation and will include any reportable individual services or activities occurring within 90 days prior to the date or program entry.

The same logic applies to periods of reportable individual activity occurring after a period of participation. Any reportable individual activities occurring within 90 days after the date of program exit will be reported as part of the period of participation. Reportable individual activities occurring more than 90 days after the date of program exit will not be included in the record for the period of participation. A second record representing a period of reportable individual activity beginning more than 90 days after the date of program exit must be reported.