



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number PR0159**

**Subject: Discontinuation of Face Sheet  
Requirement for Certified IDD  
Community Service Providers**

**Issue Date:** 01/31/2025  
**Effective Date:** 02/01/2025

**Scope**

All certified IDD community service providers

**Purpose**

To inform certified IDD community service providers of the discontinued need for Face Sheets.

**Background**

The *2020 Operational Standards for Mental Health, Intellectual and Developmental Disabilities and Substance Use Disorders Community Service Providers* (DMH Operational Standards) addressed the requirements for certified providers to submit client level data to DMH. Rule 2.5.D. stated that, “Agency providers must maintain current and accurate data for submission of all reports and data utilizing the Web Infrastructure for Treatment Services (WITS). The data must be submitted within established time frames, as required by the DMH Provider Contract and Billing Manual and the Data Warehouse Submission Guidelines.”

The *2024 Operational Standards for Mental Health, Intellectual and Developmental Disabilities and Substance Use Disorders Community Service Providers* (DMH Operational Standards) addresses the requirements for certified providers to submit client level data to DMH in Rule 2.12.

**Subject**

Per Provider Bulletin Number PR0131 which was issued 11/30/22 and effective 12/1/22, certified IDD community service providers are not required to enter data into WITS. Since the Face Sheet corresponds to WITS data entry, and needed demographic information is currently found in the eLTSS system, the Face Sheet is no longer needed.

If you have questions, contact Jamie Odom, Director of ID/DD Waiver at (601) 359-5797 or email [jamie.odom@dmh.ms.gov](mailto:jamie.odom@dmh.ms.gov).

***End of Provider Bulletin***