

Effective Date: 7/1/2019

Review Date: 1/30/2024

Revised Date: 12/6/2023

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4000 - Information Systems: Certification of Data

Authorizing Source: HCA Contract

Approved by: Executive Director

Date: 1/30/2024

Signature:

POLICY #4201.00

SUBJECT: CERTIFICATION OF DATA

PURPOSE

To ensure that the data submitted to the Healthcare Authority (HCA) by the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) is concurrently certified by the Financial Officer, Executive Director, or a person who reports directly to and who is authorized to sign for the Financial Officer or the Executive Director.

POLICY

Each batch notification email is submitted by the North Sound BH-ASO to HCA, North Sound BH-ASO must concurrently submit a monthly certification which attests, based on best knowledge, information and belief to the accuracy, completeness and truthfulness of the utilization information submitted.

PROCEDURES

The IS Department will:

1. Generate batches in preparation for submission of data to HCA.
2. Review batches for accuracy and completeness and submit batches to HCA.
3. Send an email notification to encounterdata@hca.wa.gov. This email will be the concurrent certification to the accuracy and completeness of the data file monthly. Included shall be the number of batch files and total records submitted with the following statement:

To the best of my knowledge, information and belief as of the date indicated, I certify that the encounter data and the corresponding financial summary, or other required data, reported by North Sound BH-ASO to the State of Washington in the submission is accurate, complete, truthful and is in accordance with 42 CFR 438.606 and the current BH-ASO lead entity contract in effect.

4. On the fifth of the month, send a signed original Letter of Certification and include a list of all files submitted during the month.
5. File copy of signed letter.

REFERENCES

OCIO 141.10, Securing Information Technology Assets,

Exhibit E, Data Use, Security and Confidentiality

HCA BH-ASO Contract