

Effective Date: 7/1/2019

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Revised Date:

## **North Sound Behavioral Health Administrative Services Organization, LLC**

Section 4200 - Information Systems: Timeliness of Consumer Information Data

Authorizing Source: HCA Contract

Approved by: Executive Director Date: 7/30/2019

Signature:

### **POLICY #4202.00**

#### **SUBJECT: TIMELINESS OF CONSUMER INFORMATION DATA**

#### **POLICY**

The North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall ensure that it receives required or requested data or information in a manner that will allow for timely monitoring and management of the regional mental health system and timely responses to inquiries from Health Care Authority (HCA), Centers for Medicare and Medicaid Services (CMS), the legislature, and other parties about system operations.

#### **PROCEDURES**

1. Contractors and Behavioral Health Agencies (BHA) shall submit data within 5 days of the close of each calendar month. Transmission will retain the BHA's location identifiers.
2. Contractors and BHAs shall submit all data into the BHA database indicating the provision of any emergency service component within one (1) working days from the completion of that service.
3. Contractors and BHAs shall transmit data to the North Sound BH-ASO Management Information System (MIS) each working day.
4. Contractors and BHAs shall remedy all data errors within 5 calendar days of the receipt of an error report. North Sound BH-ASO will monitor the quality of the data across the fiscal year.
5. Contractors and BHAs shall make every effort to ensure that all transactions are final 180 days after the close of the submission month. Any data corrections, additions, edits or deletions after 180 days must be submitted to North Sound BH-ASO. The contractors and BHAs shall be liable for any costs associated with submitting their updated data to the HCA, if HCA charges North Sound BH-ASO and for half of the costs associated with any third-party updates, if the HCA charges North Sound BH-ASO.
6. Contractors and BHAs shall transmit data to North Sound BH-ASO, at a minimum, once per week.
7. Contractors and BHAs shall implement changes made to North Sound BH-ASO Data Dictionary in the timelines indicated with each change requested.
8. Contractors and BHAs shall direct and oversee implementation and documentation of technical changes to contractors and BHA's data, collection software, and procedures, assuring all required modifications will be accomplished within the timeline indicated with each written notification from North Sound BH-ASO. Contractors and BHAs shall cooperate fully with North Sound BH-ASO and HCA data audits.
9. If North Sound BH-ASO receives a State request to explain significant differences in reported data, the contractors and BHAs shall cooperate fully with North Sound BH-ASO in responding to the request. The contractors and BHAs agree to respond in a manner that allows North Sound BH-ASO to meet its 30-day obligation.
10. Contractors and BHAs shall provide any additional data requests in the timeframe indicated by North Sound BH-ASO at the time of the request.

**ATTACHMENTS**

None