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North Sound Behavioral Health Administrative Services Organization, LLC

Section 4200 - Information Systems: Timeliness of Supplemental Data Submitted to the HCA

Authorizing Source: HCA Contract

Approved by: Executive Director

Date: 3/26/2024

Signature:

POLICY #4202.00

SUBJECT: Timeliness of Supplemental Data Submitted to the HCA

POLICY

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

PROCEDURES

Supplemental Data transactions will be submitted in a manner as documented in the effective version of the BHDS Data Dictionary. Supplemental Data means non-encounter data submissions to the BHDS as outlined in the Behavioral Health Data System Guide. These transactions include supplemental data, including additional demographic and social determinate data, as well as service episode and outcome data necessary for federal Substance Abuse and Mental Health Services Administration (SAMHSA) block grant reporting and other state reporting needs contained therein are data element specific rules, which address the requirements to ensure integrity of the Supplemental Data. The Table Documentation includes the allowed values for the fields in the Supplemental data transactions and different data sets to be submitted via electronic batches.

1. North Sound will designate a person dedicated to working collaboratively with HCA on quality control and review of behavioral health supplemental data submitted to HCA. In addition, the Contractor shall have a sufficient number of staff to support data analytics and data systems.
2. The North Sound BH-ASO will transmit Supplemental Data to the HCA in accordance with contract and the Supplemental Data Dictionary format. Supplemental Data will be submitted within thirty (30) calendar days of collection or receipt from the BHAs, with the exception of Crisis Transactions which are to be submitted daily. All ITA Investigation data should be submitted in accordance with RCW 71.05 and RCW 71.34.
3. North Sound BH-ASO will submit all Supplemental Data to the HCA MFT secure folders weekly with Crisis transactions being submitted within one (1) calendar day from the receipt of the crisis transaction.
4. North Sound BH-ASO shall remedy all data errors within 5 calendar days of the receipt of an error notification unless 30 days was granted at the time of the request North Sound BH-ASO will continuously monitor the quality and completeness of the data. If the ASO requires more than thirty (30) calendar days to make corrections and resubmit identified supplemental transactions, then written notice must be submitted by the ASO to the HCA including reason for delay and date of completion. The Contractor shall notify HCA at mmishelp@hca.wa.gov or the specific email listed in the notification sent by HCA, and HCA will provide a final decision to the request in writing.

5. North Sound BH-ASO will ensure Supplemental Data transactions correspond to the Encounter data submitted by the BHA.
6. North Sound BH-ASO will make every effort to ensure that all transactions are submitted timely. Any data corrections, additions, edits or deletions are submitted to the HCA.
7. North Sound BH-ASO must implement changes within 120 calendar days from the date of notification by HCA. In the event that shorter timelines for implementation of changes are required or necessitated by either a court order, agreement resulting from a lawsuit, or legislative action, HCA will provide written notice of the impending changes and specification for the changes as soon as they are available. The Contractor will implement the changes required by the timeline established in the court order, legal agreement, or legislative action.
8. North Sound BH-ASO will fully comply with HCA data audits.
9. North Sound BH-ASO will provide any additional data requests in the timeframe indicated by North Sound BH-ASO at the time of the request.

ATTACHMENTS

None