

Effective Date: 3/26/2024

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Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

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

Authorizing Source: HCA Contract

Approved by: Executive Director Date: 3/26/2024

Signature:

POLICY #4212.00

SUBJECT: TIMELINESS OF SUPPLEMENTAL DATA SUBMITTED TO THE ASO

PURPOSE

The North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall ensure that it receives required Supplemental Data in a manner that will allow for timely monitoring and management of the regional behavioral 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 shall 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. Contractors and BHAs shall transmit Supplemental Data to the North Sound BH-ASO in accordance with contract and the Supplemental Data Dictionary format. Supplemental Data will be submitted, at a minimum, once per week, with the exception of ITA information contained in the DCR Investigations submitted with 24 hours following RCW 71.05.740.
2. Contractors and BHAs shall submit all Supplemental Data to their SFTP secure files in a timely manner. All Supplemental Data indicating the provision of any crisis service components must be submitted within one (1) calendar day from the close of the crisis case.
3. BHAs shall remedy all data errors within 5 calendar days of the receipt of an error notification. North Sound BH-ASO will continuously monitor the quality and completeness of the data.
4. BHAs shall make every effort to ensure that all transactions are submitted timely. Any data corrections, additions, edits or deletions must be submitted to North Sound BH-ASO within 5 days unless a 30 day option has been given by the HCA. The contractors and BHAs shall be liable for any costs associated with submitting their updated data to North Sound BH-ASO.
5. Contractors and BHAs shall implement changes made to North Sound BH-ASO Data Dictionary in the timelines indicated with each change requested.
6. Contractors and BHAs shall direct and oversee implementation and documentation of technical changes to 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.

7. Contractors and BHAs shall cooperate fully with North Sound BH-ASO and HCA data audits.
8. 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 Contract timelines.
9. 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