



## PENINSULA RSN

### MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

**Policy Name:** IS ENCOUNTER SUBMISSION AND EVALUATION

**Policy Number:** 4.04

**Reference:** DSHS Contract

**Effective Date:** 10/2005

**Revision Date(s):** 10/2006

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Policy: Corrective Action Plan
- Policy: Data Error Resolution

#### PURPOSE

Network providers within the Peninsula Regional support Network (PRSN) will be responsible for submitting encounter data into the PRSN Management Information System (MIS) according to the Mental Health Division (MHD) Consumer Information System Data Dictionary by the 18<sup>th</sup> of each month. Late services will be accepted beyond this time, and must be flagged accordingly. The PRSN MIS contractor shall be responsible for reviewing all data, formatting it, and transmitting it to the state MHD within sixty (60) days of the close of the calendar month in which the encounter occurred.

#### PROCEDURE

1. Consumer encounters submitted from the Community mental Health Agencies (CMHAs) will be successfully submitted to the PRSN MIS subdelegated contracted by the 18<sup>th</sup> of the month following service.
2. The PRSN's subdelegated contracted Information Services provider conducts a series of procedures with the data to ensure that it is accurate and prepared to send to the Department of Social and Health Services (DSHS) on behalf of the PRSN.

3. The PRSN monitors submission of data to DSHS via the MHD “RSN Weekly Status Report”, and compares key indicators on MHD report to statistics reported directly to the PRSN by KMHS off of the PRSN IS database.
  - a. Factors such as numbers served and hours of service per month are matched.
  - b. If specific inconsistencies are found, corrective action is required.

## **MONITORING**

This policy is mandated by contract.

1. This policy will be monitored through use of PRSN:
  - Annual PRSN Provider and Subcontractor Administrative Review.
  - RSN will use a report generated by MHD titled “RSN Weekly Status Report“ that lists total services received by MHD within 60 and 90 days of encounter date to ensure timeliness is achieved.
  - RSN will use a report generated by MHD titled “RSN Weekly Status Report“ that lists total services received by MHD to match key indicators with statistical reports run off of the PRSN database.
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy