



## PENINSULA RSN

### MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

**Policy Name:** ACCEPTANCE OF LATE MIS DATA

**Policy Number:** 4.06

**Reference:** EQRO Findings, FY 2007

**Effective Date:** 5/2005

**Revision Date(s):** 12/2007

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Policy: Data Transfer to the Department
- Policy: IS Encounter Submission
- Policy: IS Processing Procedures

#### PURPOSE

Contracted providers shall attempt to comply with data submission requirements outlined in the State Data Dictionary. If a provider needs to submit data after the cut off for the period in question, the Peninsula Regional Support Network (PRSN) Information Services (IS) contractor shall accept the late data.

#### PROCEDURE

If a contracted network provider needs to submit data after the data cut off timeframe outlined in the state Data Dictionary, the PRSN Information Services contractor will accept the data submission.

The PRSN IS contractor shall submit the late data to the Mental Health Division.

#### MONITORING

This policy is mandated by contract.

1. This policy will be monitored by the PRSN by the following means:
  - Kitsap Mental Health Services and the PRSN will identify trends of late MIS data submission from the provider network.
  - Annual EQRO audits and findings. The PRSN will follow-up with any assigned corrective action requirements.
  - Annual PRSN Subdelegation Review of the regional IS system
  
2. If KMHS 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
  - Because KMHS contractually provides the PIHP regional Information System, the PRSN has the ability to impose penalties, modify the subdelegation contract, or decide to not continue to contract.