



PENINSULA RSN

ADMINISTRATION POLICIES AND PROCEDURES

Policy Name: MANAGEMENT ATTESTATION OF ACCURACY OF DATA

Policy Number: 4.08

Reference: DSHS Contract , 42 CFR 438

Effective Date: 8/2004

Revision Date(s): 12/2007

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plan

PURPOSE

To ensure that required data submitted to Department of Social and Health Services (DSHS) is complete and accurate.

DEFINITIONS

Management Certification: Federal regulations require that utilization data be certified by management prior to submission to the Department.

PROCEDURE

1. The Peninsula Regional Support Network (PRSN) Administrator certifies the accuracy of all data submitted to DSHS.
2. Data is certified at the time of batch transmission to the Department.
3. The PRSN has authorized all edits and audits used by the PRSN Information Services contractor Kitsap Mental Health Services (KMHS) and providers to ensure data is managed in accordance with the Data Dictionary and Trading Partner Agreement as described below.

- These processes provide PRSN Administration staff with the ability to ensure accuracy of data prior to submission to DSHS.
4. Data entry screens used by providers to enter all information is controlled, utilizing tables that allow entry of only authorized values in client records. The authorized tables are as specified in the Data Dictionary.
 5. Clients identified as RSN clients are not allowed to be sent to the RSN database until all required elements are completed.
 6. Prior to any service/encounter information generation, all PRSN providers review miscellaneous audit reports and correct data within prescribed timelines.
 7. PRSN Administrator is notified by email of any encounter data as it is being transmitted to DSHS to provide for the HIPAA Encounter Certification.
 - This form is completed by the PRSN Administrator for each encounter (HIPAA) claim submitted.

MONITORING

This policy is a mandate by contract and statute.

1. This policy will be monitored through use of PRSN:
 - Monthly Provider Chart Reviews
Data integrity is assessed on a random sample of charts to ensure that encounter data submitted to the PRSN is documented in the clinical file and that all documented encounters are submitted to the IS system.
 - PRSN IS Attestation document transmitted via email, daily- with a monthly letter signed.
2. If a provider performs below expected standards a Corrective Action Plan will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy