



SALISH BH-ASO POLICIES AND PROCEDURES

Policy Name: DATA INTEGRITY

Policy Number: IS602

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PURPOSE

To specify the processes for ensuring the latest information is available to Salish Behavioral Health Administrative Services Organization (SBH-ASO) which ensures that SBH-ASO data, and therefore the Health Care Authority (HCA) and Managed Care Organizations (MCOs) data is as current and error free as possible.

POLICY

SBH-ASO will submit accurate and complete data to the HCA and MCOs.

PROCEDURE

- A. SBH-ASO requires contracted providers to submit encounter data and supplemental transactions weekly. Data submitted must be in accordance with the Encounter Data Reporting Guide, BHDS Data Guide, SBH-ASO Data Dictionary, and the IMC Service Encounter Reporting Instructions (SERI).
- B. SBH-ASO will import and process files daily and proactively run error handling processes to identify anticipated rejections from the HCA and MCOs.
- C. After the import process is complete, contracted providers will receive an agency response file which lists all transactions and import status. SBH-ASO will communicate with the contracted providers any data anomalies, such as:
 1. Different client ID for same client in agency.
 2. Significant change in number of clients, or number of services reported at a contracted provider site.
 3. Any outstanding errors must be corrected and resubmitted within 30 days.

4. SBH-ASO will provide technical assistance as necessary to support this process.

D. SBH-ASO exports data weekly Supplemental and encounter files are generated and uploaded to the HCA and/or the MCO portals.

E. SBH-ASO downloads error reports from MCOs and HCA, when they are made available, and any errors received are corrected within 30 days.

F. SBH-ASO will import the eligibility, claims, and payment files from the HCA and the MCOs on a weekly schedule. They are imported and processed into the SBH-ASO system upon retrieval.

All data sent to SBH-ASO by contracted providers and all data sent by SBH-ASO to the HCA and MCOs will be certified concurrently with each file upload per 42 CFR 438.606 and the Encounter Data Reporting Guide.