Document Type:[1]	__ Policy & Procedure X Process Guideline	Adopted:	01/01/19
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	__ Plan __ System Description	Retired:	

Revisions: 2/28/2020, 12/13/2021, 3/3/2022, 6/3/2024

Document Scope: (applies to Policy & Procedure only)

 X The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.

 – The requirements herein apply, verbatim, to GCBH BH-ASO and its network providers[2].

 – The requirements herein apply both to GCBH BH-ASO and its network providers[2]. Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

PURPOSE: To specify the process for ensuring the latest information is available to Greater Columbia Behavioral Health (GCBH BH-ASO), which ensures GCBH BH-ASO data, and therefore the MCOs, Health Care Authority (HCA), and ProviderOne data is as current and error free as possible.

DEFINITIONS

I. None

POLICY

A. GCBH BH-ASO requires contracting providers to monthly submit native data and encounters only for individuals funded by GCBH BH-ASO. GCBH BH-ASO will process that native and encounter data, then submit the data to MCOs, HCA, or ProviderOne as required by contract.

B. After importing, and before exporting the demographic data to HCA and encounter data to ProviderOne per the Data Dictionary requirements (contained in the IMC Service Encounter Reporting Instructions and the ProviderOne Companion Guides), these processes and procedures are completed to ensure quality and integrity of data. GCBH BH-ASO staff looks in numerous areas for many types of deficiencies and reports any findings to various GCBH BH-ASO sub-committees.
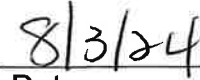
PROCEDURE

1. Weekly files are available from the HCA for demographic errors. These files are downloaded from HCA, reviewed by ASO staff, and used to correct any ASO demographic errors with the State.

2. Import 835 files as needed.

2.1. Files are available on the HCA MFT website and the MCO SFTP sites.

2.2. Download and import into Raintree Systems.

2.3. Research and correct indicated errors that GCBH BH-ASO must correct. Provider data errors are passed to providers on an Outstanding Error Report.

3. Communicate with the Providers any data anomalies, such as:

3.1. Difference between agencies of same individual, different gender.

[1]See definitions of document types in AD100, "Development, Approval & Review of Formal GCBH BH- ASO Documents"
[2]"Network Provider" – An organization with which GCBH BH-ASO is contracted for the provision of direct services.

3.2. Different client ID for same individual in agency.

3.3. Significant change in number of individuals, or number of services reported at a provider site.

3.4. Significant delay in correction of outstanding errors.

4. Update Executive Committee and MIS Committee Reports.

APPROVAL

Sindi Saunders   8/3/24

Karen Richardson or Sindi Saunders, Co-Directors   Date