

Effective Date: 6/28/2005
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 4200 – Consumer Information Systems: Timeliness of Consumer Information Data

Authorizing Source: MHD Contract
Cancels:
See Also:
Responsible Staff: Deputy Director

Approved by: Executive Director
Motion #

Date: 6/28/2005

POLICY #4202.00

SUBJECT: TIMELINESS OF CONSUMER INFORMATION DATA

POLICY

The NSMHA shall ensure that it receives required or requested data or information in a manner that will allow for timely monitoring and management of the regional mental health system and timely responses to inquiries from MHD, CMS, the legislature, and other parties about system operations.

PROCEDURES

1. Contractors and CMHAs shall submit data within 45 days of the close of each calendar month. Transmission will retain the CMHA's location identifiers.
2. Contractors and CMHAs shall submit all data into the CMHA database indicating the provision of any emergency service component within three(3) working days from the completion of that service.
3. Contractors and CMHAs shall transmit data to NSMHA MIS, at a minimum, once per week.
4. Contractors and CMHAs shall remedy all data errors within 25 calendar days of the receipt of an error report. NSMHA will monitor the quality of the data across the fiscal year.
5. Contractors and CMHAs shall make every effort to ensure that all transactions are final 180 days after the close of the submission month. Any data corrections, additions, edits or deletions after 180 days must be submitted to NSMHA. The contractors and CMHAs shall be liable for any costs associated with submitting their updated data to the MHD, if MHD charges NSMHA and for half of the costs associated with any third party updates, if the MHD charges NSMHA.
6. Contractors and CMHAs shall transmit data to NSMHA MIS, at a minimum, once per week.
7. Contractors and CMHAs shall implement changes made to NSMHA Data Dictionary within 110 days from the date of published changes.
8. Contractors and CMHAs shall direct and oversee implementation and documentation of technical changes to contractors and CMHA's data, collection software, and procedures, assuring all required modifications will be accomplished within 110 days of written notification from NSMHA. Contractors and CMHAs shall cooperate fully with NSMHA and MHD data audits.
9. If NSMHA receives a State request to explain significant differences in reported data, the contractors and CMHAs shall cooperate fully with NSMHA in responding to the request. The contractors and CMHAs agree to respond in a manner that allows NSMHA to meet its 30-day obligation.
10. Contractors and CMHAs shall provide any additional data requests in the timeframe indicated by NSMHA at the time of the request.

ATTACHMENTS

None