



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 in accordance with contract terms, 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 provider 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 identified data errors or anomalies. Any outstanding errors must be corrected and resubmitted within 30 days. SBH-ASO will provide technical assistance as necessary to support this.
- D. SBH-ASO generates and exports supplemental data daily to the HCA. Encounter files are generated and uploaded to the HCA and/or the MCO portals on weekly

schedule.

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 will be certified within 30 days from the close of the calendar month in which the encounter occurred. Certification forms must be submitted at least monthly to the Provider Portal. This information is reviewed quarterly basis for verification.

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.