



SALISH BHO

MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

Policy Name: DATA TRANSFER TO STATE AND PROVIDERONE

Policy Number: 4.02

Reference: State Contract

Effective Date: 4/2004

Revision Date(s): 05/2016; 3/2018

Reviewed Date: 10/2014; 5/2016; 06/2017; 03/2018

Approved by: SBHO Executive Board

PURPOSE

To ensure that the Salish Behavioral Health Organization (SBHO) maintains a primary and backup system for the transfer of electronic data to the State and ProviderOne.

PROCEDURE

1. SBHO uses the SSH (Secure Shell) method of data encryption for all electronic data transfers to ensure confidentiality.
2. SBHO uses Filezilla to transfer demographic data to the New Batch directory in the State data system and to the HIPAA Inbound directory in the ProviderOne system.
 - All data is submitted in accordance with the current Data Dictionary specifications.
 - Encounter data is submitted using HIPAA file formats.
3. In the event internet connectivity is unavailable over a period of fourteen (14) calendar days, data will be sent to the State and ProviderOne using a password-protected CD, DVD or Flash Drive delivered directly to the Department.