



SALISH BHO

MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

Policy Name: IS DATA SUBMISSION PROCEDURES

Policy Number: 4.03

Reference: WAC 388-865-0275

Effective Date: 4/2004

Revision Date(s): 06/2017; 3/2018

Reviewed Date: 10/2014; 7/2016; 06/2017; 03/2018

Approved by: SBHO Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plan

PURPOSE

All providers within the Salish Behavioral Health (SBHO) network can transfer data files by using a file transfer site (<https://esign-contracts.com/KitsapCountyPRSN/>).

PROCEDURE

From Provider sites to SBHO:

- All sites submit their own data files with the exception of the Mental Health sites who all use the Profiler system and have their data submitted on their behalf by Kitsap Mental Health Service.
- Data files consist of both demographic files and HIPAA transactions. Providers are required to follow the SBHO Data Dictionary and the 837P/837I Encounter standards for file formatting rules.
- Authorized users upload data files to the Esign site (<https://esign-contracts.com/KitsapCountyPRSN/>). The files are then transferred by SBHO to the proper folders for importing and processing.

- Providers will get a confirmation email when their files are imported and processed. The data contact at SBHO will contact the site directly if there are any issues with their data that causes the file to fail.
- Error reports are sent automatically to the provider after the import process. All errors are required to be corrected within 30 days.

From SBHO to State

- SBHO will export demographic files once a week to State
- The export files are uploaded to the State SFTP site (<https://sft.wa.gov/>) to the NewBatch folder.
- Any errors in the uploaded file will be contained in the BatchReport file. This is usually available in the BatchReport folder the next day.
- SBHO will also download the latest DBExtract files which are updated once a week.

From SBHO to ProviderOne

- SBHO will export encounter files once a week to ProviderOne
- The export files are uploaded to the ProviderOne SFTP site (<ftp.waproviderone.org>) to the PROD/HIPAA Inbound folder
- After the upload, SBHO will download the generated files in the HIPAA_ACK folder that tell the status of the files (pass/fail)

MONITORING

This policy is mandated by contract.

1. This policy will be monitored through use of SBHO:
 - Annual SBHO Provider and Subcontractor Administrative Review.
 - SBHO will use a report generated by the Department to identify total services received within 60 and 90 days of close of the month in which the service was provided to ensure timeliness is achieved.
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for SBHO approval. Reference SBHO Corrective Action Plan Policy