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Owner:	<i>Bessie Tetteh: CIO</i>
Policy Area:	<i>Information Technology</i>
References:	

Data Submission and Completeness

POLICY

It is the policy of the Detroit Wayne Mental Health Authority (DWMHA) to ensure that data received by DWMHA from the MCPNs, MCPN Sub-contractors Providers, MCPN Direct Providers, and DWMHA Direct Contract Providers is complete, accurate and timely.

PURPOSE

DWMHA requires many forms of data from the MCPNs, MCPN Sub-contractors Providers, MCPN Direct Providers, and DWMHA Direct Contract Providers, including but not limited to:

1. Claims & Encounters with Coordination of Benefits (COB)
2. Performance Indicators
3. SIS Assessment
4. CAFAS
5. PECFAS
6. LOCUS
7. CALOCUS
8. PHQ-9
9. Biopsychosocial (BPS)
10. IPOS
11. Crisis Plan and Advance Directive
12. Level of Care by Consumer
13. BH-TEDS
14. Authorizations
15. Consumer Demographic Information
16. Provider Staff Credentials

APPLICATION

1. The following groups are required to implement and adhere to this policy: Managers of Comprehensive Provider Network (MCPNs) and their sub-contractors and direct contract providers.
2. This policy serves the following populations: Adults, Children, I/DD, SMI/SEI, SED, SUD, Autism
3. This policy impacts the following contracts/service lines: MI-HEALTH LINK, Medicaid, SUD, Autism, Grants, General Fund

KEYWORDS

1. Data Submission: Any data uploaded into MH-WIN. Some data must be entered directly into DWMHA computer systems or by HIE. Some information can be Structured and unstructured data.
2. Data Completeness: All elements of the data record are completed and accurate.

STANDARDS

1. The MCPNs, MCPN Sub-contractors Providers, MCPN Direct Providers, and DWMHA Direct Contract Providers are responsible for gathering, consolidating and validating all of the following consumer assessments and information: Claims & Encounters with COB, Performance Indicators, SIS Assessment, CAFAS, PECFAS, LOCUS, CALOCUS, PHQ-9, BPS, IPOS, Crisis Plan and Advance Directive, Level of Care by Consumer, BH-TEDS, Authorizations, Consumer Demographic Information, and Provider Staff Credentials from their providers into the DWMHA computer system.
2. At least 85% of encounters with COB must be submitted and accepted into MH-WIN within 30 days of the date of service. The MCPN is responsible for performing weekly encounter with COB submissions to DWMHA computer system for claims process each week.
3. Consumer Performance Indicators, SIS Assessment, CAFAS, PECFAS, LOCUS, CALOCUS, PHQ-9, IPOS, Crisis Plan and Advance Directive, Level of Care by Consumer, BH-TEDS, Authorizations, and Consumer Demographic Information must be reviewed, submitted, and accepted upon completion of any of the aforementioned documents/assessments into DWMHA computer system. The frequency of document transmission needs to coincide with the required frequency of submission of assessment/document per the pertinent DWMHA policies.
4. The MCPNs, MCPN Sub-contractors Providers, MCPN Direct Providers, and DWMHA Direct Contract Providers are responsible for monitoring and ensuring compliance with data collection and submission to DWMHA of all MDHHS performance indicators.
5. The MCPNs, MCPN Sub-contractors Providers, MCPN Direct Providers, and DWMHA Direct Contract Providers must use DWMHA published data exchange protocols for transmitting data to DWMHA.
6. The MCPNs, MCPN Sub-contractors Providers, MCPN Direct Providers, and DWMHA Direct Contract Providers must reconcile Claims & Encounters with COB, Performance Indicators, SIS Assessment, CAFAS, PECFAS, LOCUS, CALOCUS, PHQ-9, IPOS, Crisis Plan and Advance Directive, Level of Care by Consumer, BH-TEDS, Authorizations, Consumer Demographic Information, and Provider Staff Credentials data between their system and DWMHA's system quarterly.
7. The MCPNs, MCPN Sub-contractors Providers, MCPN Direct Providers, and DWMHA Direct Contract Providers and DWMHA staff will collaborate on designs for maintaining the definitions, structure, and content of submitted records on an on-going basis.

QUALITY ASSURANCE/IMPROVEMENT

DWMHA shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The MCPNs, their subcontractor's and direct contractor's quality improvement program must include measures for both the monitoring of and the continuous improvement of the program or process described in this policy.

COMPLIANCE WITH ALL APPLICABLE LAWS

Agency staff, MCPNs, their subcontractors, and direct contractors are bound by all applicable local, state, and federal laws, rules, regulations, and policies, all federal waiver requirements, state and county contractual requirements, policies and administrative directives in effect as may be amended.

LEGAL AUTHORITY

1. Michigan Mental Health Code Act 258, PA 258 of 1974, as revised
2. Department of Community Health Administrative Rules
3. MDHHS Contracts

RELATED POLICIES

N/A

RELATED DEPARTMENTS

1. Administration
2. Children's Initiative
3. Claims Management
4. Clinical Practice Improvement
5. Compliance
6. Contractors
7. Customer Service
8. DHS Outstation
9. Finance
10. Human Resources
11. Information Technology
12. Integrated Health Care
13. Interns
14. Legal
15. Managed Care Operations
16. Management & Budget
17. Office for Peer-Participation Advocacy

- 18. Purchasing
- 19. Quality Management
- 20. Recipient Rights
- 21. Substance Use Disorders
- 22. Utilization Management

CLINICAL POLICY

No

INTERNAL/EXTERNAL POLICY

INTERNAL, EXTERNAL

Attachments:

No Attachments

Approval Signatures

Approver

Date

Dana Lasenby: Acting Chief Executive Officer

06/2018

COPY

Approver

Date

Applicability

Detroit Wayne Mental Health Authority

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