

Great Rivers Behavioral Health

Administrative Services Organization

Policy Title:	Data Submission Timeline	Policy No. 3006.02
Category:	Information System	Date Adopted: 01/10/2020 Date Revised: 05/03/2021 Date Reviewed: 10/12/2022
Reference:	Great Rivers Policy 4012, Washington Administrative Code Revised Code of Washington, HCA Contracts, HIPAA, CFR	

POLICY

- 1.1. Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) contracted provider agencies shall enter demographic and service data in a timely manner, according to contractual and State requirements.

PROCEDURE

- 2.1. All demographic and service data must be submitted as follows:
 - 2.1.1. Involuntary Treatment Act (ITA) Evaluation and ITA Hearing data will be reported in the Great Rivers Management Information System (MIS) within twenty-four (24) hours of date of service.
 - 2.1.2. Non ITA related crisis service and demographic data will be reported in the Great Rivers Management Information System (MIS) within five (5) calendar days of date of service.
 - 2.1.3. First contact, limited admission/demographic data, and financial eligibility will be reported in the Great Rivers Management Information System (MIS) within five (5) calendar days of client requesting service.
 - 2.1.4. Intake assessment data, complete demographics, admission data, and authorization requests will be reported in the Great Rivers Management Information System (MIS) within three (3) business days from date of the intake completion.
 - 2.1.5. Routine service data will be reported in the Great Rivers Management Information System (MIS) within ten (10) calendar days of service.
 - 2.1.6. Authorization requests must be submitted to Great Rivers BH-ASO within the timeframes specified in Authorization of Services policy 6004 (see current version).
 - 2.1.7. Electronic Data Interchange (EDI) Acknowledge (Error) Reports will be worked and error free not later than 11:59 p.m. on the 10th of the month.
- 2.2. Provider agencies must complete the final data entry and work the EDI Acknowledgement report, making necessary correction for all information during a month, by 11:59 pm on the 10th day of the following month. If the tenth (10th) day of the month falls on a weekend or holiday, then the deadline is 11:59 pm the next business day.
 - 2.2.1. For example: August 10, 2019 is a Saturday. Therefore, the deadline for data entry would be 11:59 p.m. Monday August 12, 2019.
- 2.3. Data not submitted by the contracted deadline may not be included in the Great Rivers BH-ASO Month End Payment Summary or the actual monthly payment.
- 2.4. Great Rivers BH-ASO may grant exceptions for good cause on rare occasions.

- 2.5. Provider agencies that do not submit data according to this policy, may be subject to corrective action or other actions allowable under their contract with Great Rivers BH-ASO.
- 2.6. Great Rivers BH-ASO monitors this policy monthly through data reports and annually during provider contract compliance audits.

POLICY SIGNATURE

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Trinidad I. Medina
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10/12/2022

Trinidad I Medina,
Chief Executive Director

Date