

# GREATER COLUMBIA BEHAVIORAL HEALTH Policies and Procedures

Category: Management Information System  
Approved On: 10/07/2005  
Approved By: The Board of Directors  
Revised: 05/25/2006  
Effective Date: 15 days from approval/ the last revision date

**No: IS709.01**

Title: **Data Exporting Procedure**

## I. Purpose:

To specify the process for ensuring the latest encounter data is available to the Mental Health Division (MHD) which is as current and error free as possible.

## II. Policy:

Greater Columbia Behavioral Health (GCBH) submits timely batch transmission according to the priority described below for outpatient and residential encounter data to the MHD. The Primary electronic data submission solution is currently the standard for GCBH. The Secondary and Tertiary data submission solutions will only be used when/if one of the other solutions is not possible to meet data submission compliance deadlines.

- A. **Primary:** Secure electronic submission (file transfer) via the Intel NetStructure, Shiva VPN and SSH Secure program which utilizes the approved methods dictated in the MHD Data Dictionary (e.g. native transactions are sent in tab delimited text files, and edi transactions are sent via the 837P standard).
- B. **Secondary:** Dial-up modem via an approved connection dictated by MHD.
- C. **Tertiary** CD (Compact Disk): This media will only be approved as a last resort by the MHD and prior arrangements must be made to initiate this form of data submission. Data will be protected and the CD will be hand-delivered to the MHD.

### III. Outgoing Batch Procedures:

- A. Internal Process:
  - 1. Run two internal duplicate client reports.
  - 2. Verify diagnosis via periodic database.
  - 3. Pack databases to clean up any deletions.
  - 4. Run update Title XIX program.
  
- B. Run export program for native transaction send:
  - 1. Ensure that old numerical clients are added, if necessary, to the merge file.
  - 2. Move to archive directory and upload to MHD via SSH Secure File program.
  
- C. Run program for edi transaction of deleted services:
  - 1. Verify correct coding within transaction.
  - 2. Move the four files to edi directory.
  - 3. Process files into 837P format for MHD with translator.
  - 4. Rename output file to meet MHD needs.
  - 5. Move to archive directory and upload to MHD via SSH Secure File program.
  
- D. Run program for edi transaction of new services:
  - 1. Run queries and modify to fit MHD constraints.
  - 2. Move the four files to edi directory.
  - 3. Process files into 837P for MDH with translator.
  - 4. Rename output file to meet MHD needs.
  - 5. Move to archive directory and upload to MHD via SSH Secure File program.
  
- E. Batch failure in processing files through the 1EDISource program:
  - 1. Verify batch failure and reprocess batch:
    - a. If partial failure, creates Unused Recs file,
    - b. change FoxPro code if necessary to ensure success.
  
- F. Certification of Batches:
  - 1. Ensure that above processes as well as GCBH procedures for data importing and integrity validation have occurred.
  - 2. Update certification form for each day batches are exported to MHD and have GCBH Director sign and date.
  - 3. Fax to MHD and retain fax acceptance sheet.
  - 4. Run comparable percentages of services received at GCBH in contractual timeframe.
    - a. Present each month to MIS/RAB/GCBH Board of Directors.
    - b. Post to GCBH web site for provider use.
    - c. Attach a copy to the applicable month of the certification form.
  
- G. Retrieve batch E&W reports from MHD SSH site for all batches:
  - 1. Fix any errors received and update date for processing corrected information with next GCBH export to MHD.

2. Prepare reports for GCBH data submittal to MHD showing error and warnings received.
  - a. Present each month to MIS/RAB/GCBH Board of Directors.

#### **IV. Scheduled Review of this Policy:**

The review of the GCBH policies and procedures manual is on a two year cycle. The GCBH policy review and revision approval process is a three month process. This policy is scheduled to be reviewed every second year:

- A. by GCBH staff by July of odd years,
- B. by the Regional Advisory Board (RAB) by August of odd years,
- C. by the GCBH Board of Directors by September of odd years, and
- D. outside of the schedule if required.

Approved:

Date:

/S/ G.Lippman  
Glenn Lippman, M.D.  
Interim Director

6/6/06