

 <p>SPOKANE COUNTY Regional Support Network Prepaid Inpatient Health Plan</p>	Policy Title: Data Dictionary		Policy # MIS-13
	Signature: Signature on file	Revised:	
	Christine Barada, Director Community Services, Housing and Community Development	Reviewed: 9/17/07	
	Signature Date: 9/17/07	Signing by authority of Res. No. 2007-0038	

Applies to: Internal External

References

PIHP Contract, sections 9.3.10, 12.1.1 and 12.1.7 – 12.1.10
 State MH Contract, sections 7.2.9, 10.1.1, 10.1.7 – 10.1.10
 HRSA/MHD Service Encounter Reporting Instructions
 HRSA/DSHS/MHD Consumer Information System (MHD-CIS) RSN Data Dictionary

Scope

SCRSN/PIHP and its contracted providers.

Policy

The regional support network and its contracted providers will follow the requirements of MHD PIHP and State MH contracts by complying with the Mental Health Division Consumer Information System (MHD-CIS) Data Dictionary and Service Encounter Reporting Instructions.

The RSN will provide MHD with all data described in the data dictionary for the MHD-CIS, or any successor.

The RSN shall implement changes made to the MHD data dictionary within 120 days from the date of published changes. When MHD makes changes to the Data Dictionary the contractor shall send at least one test batch of data containing the required changes described in the data dictionary.

The RSN may require additional data items not required by the MHD data dictionary as suggested by the RSN Information Services workgroup, a sub-group under the direction of the RSN Quality Management team that includes representatives from provider agencies. Additional data items will be documented in the SCRSN data dictionary and be made available to all provider agencies. Provider agencies have 90 days to comply with changes made to the SCRSN data dictionary from the date of publication.

Procedures/Mechanisms

1. The SCRSN will participate in State meetings and communications in the development or clarification of the MHD-CIS data dictionary. This includes, but is not limited to, MHD ISDEC and DCCW work groups.
2. The SCRSN will notify software vendor of required changes to data being collected and reported to the MHD-CIS.
3. The SCRSN will post all changes to both the State and SCRSN data dictionaries to the SCRSN web site. The SCRSN will notify all provider agencies of changes to both the State and SCRSN data dictionaries by email, and in monthly RSN IS meetings.
4. Data dictionary changes will be implemented by SCRSN provider agencies within 90 days. Testing of changes can be done on-line in the SCRSN MIS test system, or via Electronic Data Interchange (EDI) test batches sent to SCRSN MIS vendor.
5. Data dictionary changes will be implemented by SCRSN within 120 days. Testing of changes will be submitted via Electronic Data Interchange (EDI) test batches as defined by the MHD-CIS data dictionary.