

 <p><b>SPOKANE COUNTY</b> Regional Support Network Prepaid Inpatient Health Plan</p>	Policy Title: <b>Data Reporting</b>		Policy # <b>MIS-22</b>
	Signature:  Signature on file	Revised:	
	Christine Barada, Director Community Services, Housing and Community Development	Reviewed: 8/30/07	
	Signature Date: 8/30/07	Signing by authority of Res. No. 2007-0038	

Applies to:  Internal  External

### References

RCW [71.24.035](#), [71.05.560](#), and chapters [71.24](#) and [71.05](#)  
RCW. 06-17-114, § 388-865-0275, filed 8/18/06, effective 9/18/06

### Scope

SCRSN/PIHP

### Policy

The SCRSN will demonstrate that it collects and manages information that shows the effectiveness and cost effectiveness of mental health services. The regional support network will:

Ensure that the information reported is:

1. Sufficient to produce accurate regional support network reports; and
2. Adequate to locate case managers in the event that a consumer requires treatment by a service provider that would not normally have access to treatment information about the consumer.

### Procedures/Mechanisms

3. The SCRSN will collect all data required by the Mental Health Division Data Dictionary and Service Encounter Reporting Instructions. Additional data may be collected as documented in the SCRSN data dictionary. ([see policy MIS-13 Data Dictionary](#))

4. Data entered into the SCRSN MIS will be validated at time of entry if possible using validation methods described in the MHD Data Dictionary and/or SCRSN Data Dictionary.
5. Data validation reports are run weekly by SCRSN IS staff to verify that data entered by provider agencies is reasonable and consistent. Data Errors and outliers are reported to provider agencies for review and correction.
6. Data from the SCRSN MIS is extracted monthly into a Data Warehouse for reporting purposes. During the monthly data extract, additional verification and validation routines are run to ensure that the SCRSN reporting database is both complete and accurate.
7. SCRSN IS staff reviews monthly Service Encounter reports for trending purposes and notifies provider agency, SCRSN Administration when service activity is either higher or lower than expectations.
  - 7.1 A threshold of 20% difference in expected activity is grounds for notification
  - 7.2 Cyclical changes in activity are considered in notification process.
  - 7.3 Two consecutive months in declining activity may also trigger notification
8. SCRSN routinely produces the following reports that are reviewed and approved by SCRSN administration prior to distribution:
  - 8.1 Monthly Reports
    - 8.1.1 Hours of Service – Posted on SCRSN website, protected
    - 8.1.2 Number of Consumers Served – Posted on SCRSN website, protected
    - 8.1.3 Financial Responsibility Reports – Distributed to SCRSN Finance Office
  - 8.1 Quarterly Reports
    - Outcomes Reporting – Distributed to Advisory Board, Quality Review Team
    - 8.1.1 Education
    - 8.1.2 Employment
    - 8.1.3 Homelessness
    - 8.1.4 Incarcerations
    - 8.1.5 Statistics Reporting – Distributed to SCRSN Administration
    - 8.1.6 Activity Statistics Reports
  - 8.2 Annual Reports
    - 8.2.1 Activity Statistics Reports – Distributed to SCRSN Administration
    - 8.2.2 Agency Statistics Reports – Distributed to SCRSN Administration, Provider Agencies
  - 8.3 All source queries for SCRSN reports are stored and available for review.
9. SCRSN Ad Hoc reports will be produced as requested under the following guidelines:

- 9.1 Reports will be distributed on a need to know basis following the Oath of Confidentiality Policy and Procedures. (see policy MIS-24 Oath of Confidentiality)
  - 9.2 When possible, data extracts will be reviewed and verified by secondary RSN IS staff to insure accuracy of data extracted.
  - 9.3 Queries used for data extracts will be included with the delivered report to communicate the parameters for the data that was extracted, as well as to provide for repeatability.
- 10 Provider Agencies will enter a Case Manager for each episode for the purpose of identifying the primary staff person responsible for the episode. The Case Manager will be sent to MHD as defined by the Data Dictionary for the Case Manager locator system.
- 10.1 The SCRSN will continue to collect a Case Manager regardless of MHD-CIS data dictionary changes that have removed this requirement.