

 <p>SPOKANE COUNTY Regional Support Network Prepaid Inpatient Health Plan</p>	Policy Title: Management Information System		Policy # MIS-21
	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 SCRSN will:

Operate an information system and ensure that information about consumers who receive publicly funded mental health services is reported to the state mental health information system according to mental health division guidelines.

Procedures/Mechanisms

1. The SCRSN will maintain its MIS under the guidance of: the Mental Health Division Data Dictionary and Service Encounter Reporting Instructions, SCRSN administration including the Mental Health Advisory Board, Quality Review Team and SCRSN Information Services workgroup. The MIS will be capable of data collection and reporting required information about consumers and service encounters.
 - 1.1. Changes resulting from MHD requirements or SCRSN requests will be reviewed by SCRSN staff and representatives from provider agencies.
 - 1.2. Changes will be approved by SCRSN administration.

- 1.3. Changes to the SCRSN MIS will be documented and maintained in a programming change management system such as “Source Manager” or “Source Safe”.
2. 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.
3. Data will be reviewed by provider agencies who will reconcile data entered into the SCRSN MIS with the agencies data system. The monthly review will be followed up with an agency attestation of accuracy as documented in SCRSN Policy MIS 8 - Service Encounter and Data Certification.
4. Data will be reviewed by SCRSN IS staff for accuracy and sent on a routine basis and schedule to MHD per contract requirements using approved secure methods of data transmission.

Monitoring

This policy will be monitored through the annual contracted provider monitoring, with the appropriate recommendations, findings and/or corrective actions required in performance improvement projects.