GREATER COLUMBIA BEHAVIORAL HEALTH, LLC. BH-ASO	**Data Importing Procedure**	No: IS706

Document Type:[1]	_X_ Policy & Procedure ___ Process Guideline	Adopted:	1/1/2019
	___ Plan ___ System Description	Last Reviewed:	~~3/3/2022~~6/3/2024
		Retired:	

Revisions: 2/28/2020, 12/13/2021, 3/3/2022

Document Scope: (applies to Policy & Procedure only)

   ___ The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.

   – The requirements herein apply, verbatim, to GCBH BH-ASO, its contractors, and its network providers[2].

   _X_ The requirements herein apply both to GCBH BH-ASO and its network providers[2]. Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

PURPOSE: To update the Greater Columbia Behavioral Health (GCBH BH-ASO) Information System with data from provider agencies.

DEFINITIONS

   I. None

POLICY

   A. Encounter data and batches are submitted to GCBH BH-ASO via the Raintree System Portal via a web browser which utilizes the approved methods dictated in the BHDG Supplemental Data Guide, Service Encounter Reporting Instructions (SERI), and GCBH BH-ASO Data Dictionary ~~and Trading Partner Agreements~~ (e.g. native transactions are sent in tab delimited text files, and EDI transactions are sent via the 837P or 837I standard as specified in the ~~Provider's Trading Partner Agreement and the Service Encounter Reporting Instructions (SERI)~~)the above documents.

PROCEDURE
Incoming Batch Process
GCBH BH-ASO ~~has an automated process that scans for and~~ processes provider files ~~four times daily. Processing also occurs~~ at least once daily. Data submitted via batch data entry is processed automatically in Raintree at the time of submission.

   1. Native Batches (non-HIPAA transactions) received via upload

      1.1   Ensure unique batch name.

      1.2   Ensure proper naming convention as stipulated in the Data Dictionary (txt format with UTF-8 encoding).

      1.3   Places accepted data in correct tables

      1.4   Writes any errors to the database

[1] See definitions of document types in AD100, "Development, Approval and Review of Formal GCBH BH-ASO Documents"
[2] "Network Provider" – an organization with which GCBH BH-ASO is contracted for the provision of direct services.

~~1.5~~ ~~Manual verification of data meeting specific criteria ("data scrubbing").~~

- ~~Duplicate individuals at Behavioral Health Organization (BHO) or Administrative Service Organization (ASO) level~~

- ~~Identify demographic discrepancies between provider-submitted data and data already contained in GCBH BH-ASO's database for individual ("pended" data)~~

- ~~Identify demographic discrepancies between provider-submitted data and data supplied by 834 file by matching ProviderOne IDs~~

1.~~6~~5   Batch Summary and Error Detail reports can be accessed through the Reports tab in the Raintree Web Portal for providers to print or download.

1.~~7~~6   Errors in a transaction must be addressed by providers and resubmitted or decertified within 30 days of recording.

1.7   Providers (CEO, CFO, or official designee signature) must submit a monthly attestation of all data files (supplemental data and encounter data) submitted to GCBH by the 5th of the month following the file submissions.

2. EDI Batches (HIPAA standard transactions: 837I, 837P) received via upload

2.1   Ensure unique batch name

2.2   Ensure proper naming convention as stipulated in the Data Dictionary (correct file extension).

2.3   Places accepted data in correct tables

2.4   Writes any errors to the database

2.5   ~~Manual verification of data meeting specific criteria ("data scrubbing")~~

- ~~Identify demographic discrepancies between provider-submitted data and data already contained in GCBH BH-ASO's database for individual~~

- ~~Identify demographic discrepancies between provider-submitted data and data supplied by 834 file by matching ProviderOne IDs~~

2.~~6~~5   Batch Summary and Error Detail reports can be accessed through the Reports tab in the Raintree Web Portal for providers to print or download.

2.~~7~~6   Errors in a transaction must be addressed by providers and resubmitted or decertified within 30 days of recording.

2.7   Providers (CEO, CFO, or official designee signature) must submit a monthly attestation of all data files (supplemental data and encounter data) submitted to GCBH by the 5th of the month following the file submissions.

3. Supplemental Data and EDI data received via Raintree Web Portal data entry:

3.1   Data entered correctly for that transaction/data type.

3.2   Ensure data entered for correct agency (if the provider has more than one location).

3.3   Places accepted data in correct tables

3.4   Writes any errors to the database

3.5   ~~Manual verification of data meeting specific criteria ("data scrubbing")~~

- ~~Identify demographic discrepancies between provider-submitted data and data already contained in GCBH BH-ASO's database for individual~~

- ~~Identify demographic discrepancies between provider-submitted data and data supplied by 834 file by matching ProviderOne IDs~~

~~2~~3.~~6~~5 Batch Summary and Error Detail reports can be accessed through the Reports tab in the Raintree Web Portal for providers to <u>print or</u> download.

~~2~~3.~~7~~<u>6</u> Errors in a transaction must be addressed by providers and resubmitted or decertified within 30 days of recording.

<u>3.7   Providers (CEO, CFO, or official designee signature) must submit a monthly attestation of all data files (supplemental data and encounter data) submitted to GCBH by the 5th of the month following the file submissions.</u>

4. Batch failure (whether native or EDI needs a review of the failure):

4.1   Communicate to the provider, translator, or programmer the failure and ask for entire re-submittal of batch. Successful import ~~generates acceptance email sent to addresses specified in database.~~<u>is signified by "processed" data showing for the batch in the Batch Summary.</u>

APPROVAL

Karen Richardson or Sindi Saunders, Co-Directors   Date