

CHELAN-DOUGLAS RSN/PIHP POLICY AND PROCEDURE MANUAL		Chapter:	6.3.4
Title:	MANAGEMENT INFORMATION SYSTEMS	Page:	1 of 2
		Date Effective:	July 1, 2002
Subject:	DATA – REQUIRED DATA	Date Revised:	June 10, 2011
		Authorizing Signature:	

AUTHORITY: Chelan-Douglas Contract, Appendix A and Related Work Orders
WAC 388-865-0275, Management Information System
DSHS Title XIX Contract and Federal Waiver
CDRSN/PIHP DBHR Integrated Contract

SCOPE: This policy applies to Chelan-Douglas Regional Support Network/Prepaid Inpatient Health Plan (CDRSN/PIHP) and its contractors (agencies/providers), and subcontractors (referred to as contractors or agencies or providers throughout this policy).

PURPOSE: CDRSN/PIHP contracted CMHC's will collect required data on consumers and enter it in the CDRSN/PIHP MIS.

DEFINITIONS: N/A

- POLICY:**
- A. CDRSN contracted providers will collect required data on consumers and enter required data into the CDRSN/PIHP MIS. Data will be collected on any person who receives one or more mental health services that are funded in any part by public dollars.
 - B. Providers will ensure information is updated by verifying with the consumer at each visit the accuracy of HRSA required data. The CDRSN will monitor the Periodics Batch at the CIS SFTP Site for the submittal changes as Periodic Transactions are created when a change to the core data is reported or every 3 months.
 - C. The CDRSN/PHIP requires mental health providers to either complete the following MIS forms for all CDRSN/PIHP eligible consumers or complete concurrent entry into the MIS database. Forms include:
 - a. CDRSN Request for Service Form (Done at time of RFS)
 - b. CDRSN Entry-Billing Document at Intake visit
 - c. CDRSN Mental Health Assessment-Face to Face at Intake visit
 - d. CDRSN Risk Management and Crisis Prevention Plan
 - e. CDRSN Specialist Form
 - f. Advance Directive Form

- g. Release of Information
- h. Consent Forms
- i. Client Rights
- j. Privacy Practices
- k. GAIN SS & CoOccuring
- l. Tx Plan
- m. CDRSN Reauthorization

D. Once the forms have been completed, the provider will enter the data into the MIS database or scanned approved forms into the MIS Database.

SEE ALSO: Glossary of Terms and Acronyms