



Mississippi Department of Mental Health
Provider Bulletin
Number PR0104

Subject: Community Mental Health Services Data Validation and Reconciliation Process

Issue Date: July 1, 2021

Effective Date: Immediately

Scope

All Community Mental Health Centers (CMHCs), Community Mental Health Services Providers, Crisis Stabilization Units

Purpose

To confirm the accuracy and reliability of the provided data on a monthly basis through a data validation and reconciliation process. This process will also serve as a mechanism of feedback for the community providers to assist them in improving their data tracking and reporting mechanisms and processes. The data validation and reconciliation process will focus on missing values, incorrect values, duplicated records, corrupted values through EHR, and clinical significance and meaningfulness of data.

- **The data validation and reconciliation process is effective July 1, 2021.**

Accurate and reliable data provides a strong foundation for data analytics and insight into trends and clinical outcomes. Per DMH Operational Standard Rules 2.5 D/E, “Agency providers must maintain current and accurate data for submission of all reports and data utilizing the Web Infrastructure for Treatment Services (WITS) and Data Warehouse. The data must be submitted within established time frames, as required by the DMH Provider Contract and Billing Manual and the Data Warehouse Submission Guidelines. Agency providers must comply with requirements of DMH Provider Bulletins.”

Subject

Data Validation and Reconciliation Process:

1. Data must be submitted by the 20th of the current month in the Data Warehouse and/or WITS for services provided the immediately preceding month.
2. Data must continue to also be submitted in *paper* format on a monthly basis (15th of each month) to the Divisions of Adult Community Mental Health Services, Children and Youth Services, and to the Chief Clinical Officer (CCO) for Community Mental Health Services.
 - CMHCs and community providers will send their monthly paper grant data outcomes to their respective contacts within each Division and send a copy to the Chief Clinical Officer (CCO) (mallory.malkin@dmh.ms.gov).
3. The Chief Clinical Officer (CCO) of Community Mental Health Services will review data entered into the data warehouse every two (2) weeks to gauge completion, accuracy, and reliability of entered data.

- The CCO will reach out directly to the respective CMHC/community provider Executive Director with any questions or concerns based on the cursory two-week review.
4. The Chief Clinical Officer (CCO) of Community Mental Health Services will formally compare the submitted paper monthly data report to the data warehouse report 7-10 business days following the submission deadline each month.
 - The comparison will focus on missing values, incorrect values, duplicated records, corrupted values, and clinical significance and standards.
 - After the review, the CCO will reach out to the Executive Director of each respective provider via email or phone to discuss the findings of the review and comparison.
 - The CCO and Executive Director will develop a corrective plan of action to reconcile data errors.
 5. The CCO will continue the monthly data validation and reconciliation process for each provider until there have been five (5) consecutive months of data warehouse reports that match the submitted paper reports and are error free.
 - Once the provider achieves five consecutive months of accurate and error free data warehouse reports then the CCO and the Executive Director will discuss a modified validation and review schedule.
 6. Noncompliance and Enforcement: Continued absence of data and/or considerable and consistent data errors without suitable efforts to correct in the Data Warehouse may affect continued funding or magnitude of funding in future fiscal years.

Additional Information

The data reviewed for validation and reconciliation purposes (both paper submission and through the Data Warehouse/WITS) is only that which is required by federal reporting requirements, SAMHSA data requirements, data requested from the legislature, and data associated with the DMH Strategic Plan.

If you have questions, contact Dr. Mallory Malkin, Chief Clinical Officer (CCO), DMH Bureau of Community Mental Health Services, at mallory.malkin@dmh.ms.gov or call (601) 359-6398.

End of Provider Bulletin