

MHSA Data Follow Up Process Overview 2018

Purpose

In an effort to better support providers the Yolo County Mental Health Services Act (MHSA) has created this Data follow up process overview.

Data Deadlines

Data Reporting Period	Data Submission Deadline
Quarter 1	10/31/2017
Quarter 2	1/30/2018
Quarter 3	4/30/2018
Quarter 4	7/31/2018
Full Year	7/31/2018

Data Follow Up Process

FOLLOW UP INTERVAL	DESCRIPTION OF ACTION
Day before Data Deadline	Email reminder that quarterly data deadline is tomorrow
Last day of Quarter	Email reminder of quarterly data deadline
1 Week Following Data Deadline	Blind copied (BCC), informal reminder that data is past due to all providers who have not yet submitted their data.
1 Month Following Data Deadline	Carbon Copied (CC), reminder to all providers with a grid that shows which providers have provided data and which are out of compliance.
2 Months Following Data Deadline	Formal letter from HHSA Leadership documenting data compliance issues with potential claim payment repercussions.

Submitting Data Files

- File Submission to be completed Quarterly in adherence with data reporting schedule above.
- Files should be submitted in Excel format utilizing the Data Performance and Measures Report document for the quarter in which you are submitting data.
- Files should be submitted to MHSA@yolocounty.org