

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration
Section 4200 – Consumer Information Systems: Loading of MMIS Data

Authorizing Source:
Cancels:
See Also:
Responsible Staff: IS Specialist

Approved by: Executive Director
Motion #:

Date: 11/29/2005

POLICY #4206.00

SUBJECT: LOADING OF MMIS DATA

POLICY

The NSMHA shall have a mechanism to load Medicaid Management Information System (MMIS) data into an information system

PROCEDURES

Upon notification of the RSN Technical Representative by DSHS that monthly eligibility files are ready, a data dump shall commence to capture the following current files from the MHD Intranet:

1. MMIS-AKA PICs
2. MMIS-Demographic
3. MMIS-Medical Eligibility History
4. MMIS-Medicare Buy-in (when available)
5. MMIS-Third Party Liability

In addition, the MMIS-Eligibles by RSN monthly files shall be downloaded for an 18-month period (17 previous months, 1 current month).

Copies of these files are archived and stored.

The current 18-months of MMIS-Eligibles by RSN files shall be placed in a folder on a server for importing into a data warehouse. The current files will overwrite the previous 17-months such that the 19+ month's data is still available for reporting purposes and new data added.

The remaining downloaded files are placed in a folder on a server for importing into a data warehouse. These files overwrite previous data that had been imported allowing for a current 3-year history.

Upon successful completion of importing of data into the data warehouse, necessary staff is notified of the new data availability.

ATTACHMENTS

None