



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Behavioral Health Administration
PO Box 45050, Olympia, WA 98504-5050

August 23, 2017

Subject: **PROTOCOL FOR DOCUMENTING AND SHARING BHA DATA STANDARDS**

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Effective Date: August 23, 2017

Approved by:

Carla Reyes, Assistant Secretary

Overview

The BHA Data and Reporting Integrity Committee recommends BHA's adoption of:

- A protocol to create, document and share BHA data or reporting standards (see **A.** below for Protocol steps)

Purpose

BHA will adopt a process for documenting data standards and sharing them across all BHA programs and with external users of BHA data. The Committee will identify these external data users. A method for identifying and sharing data and reporting standards will help ensure internal and external reports using BHA data are accurate, timely, and consistent. A centralized location for sharing these standards will help communicate them with internal and external partners. This will support accurate and timely reporting and strengthen the accountability of BHA data, thereby increasing the confidence of stakeholders and BHA partners.

Scope

The recommended protocol applies to all BHA programs and external users of BHA data. (see **B.** below)

Impact

Impact on accessing approved standards is low. Internal users may access approved standards on designated SharePoint site. External users will be notified on standards or changes to standards via email. Copies will also be available on BHA website. More impact on data users is

associated with the extra time it may take to check and follow these standards consistently and to document why they are using a different standard.

A. Protocol for Documenting and Sharing BHA Data Standards

Step 1: After adoption of a recommendation through the steps outlined in the BHA Data Standards Workgroup By-laws and the BHA Data and Reporting Integrity Committee Charter (if applicable), the BHA Committee Coordinator records the data standard on the new BHA Data Standards SharePoint [site](#) designated for approved, write-protected data standards documents and posts updated standards on BHA website.

Step 2: The Committee Coordinator notifies the Data Standard Listserv via an email announcing the newly approved data standard and its publication on the SharePoint and BHA website using this [link](#), and clicking the button titled “BHA Data Standards”.

Step 3: Approved standards become the BHA data and reporting standard to be implemented by all BHA programs and external entities that report BHA data.

B. Maintaining the Listserv

The Committee Coordinator maintains a listserv consisting of internal and external stakeholders. Changes to staff, representatives, or designees should be reported to the Committee Coordinator. The Committee Coordinator will update the listserv and notification list quarterly unless the designated program/organization contact requests a change or addition in staff sooner. Please send requests for changes to the Committee mailbox BHADataIntegrityCommittee@dshs.wa.gov.