

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
NARBHA Edition**

**Section 10.4 Subacute and TGC-Psychiatric Acute Care Unit (PAC)
Census Data**

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10.4.1 Introduction

Service Area Agencies (SAAs) must track and submit utilization data for Level I Subacute and TGC-PAC hospitalization facilities block-purchased by NARBHA. The data is used by NARBHA to analyze and manage utilization, cost, and network needs.

10.4.2 References

<u>SAA Data Source:</u>	SAA Electronic Census/Event File
<u>NARBHA Data Source:</u>	NARBHA Subacute Data File
<u>Additional Data Resources:</u>	NARBHA Adjudicated Claims

10.4.3 Scope

To whom does this apply?

This requirement applies to all SAAs operating a block-purchased Level I Subacute and TGC-PAC facility.

10.4.4 Did you know...?

Each quarter, NARBHA reports member utilization for all inpatient facility levels to ADHS/DBHS, on the 10th of the month following quarter-end.

On the 10th of each month, NARBHA reports SAA Subacute bed-day utilization on the Seclusion & Restraint report to ADHS/DBHS.

The data collected via procedures described in this policy is a source for both NARBHA and Statewide inpatient utilization analyses.

NARBHA compares the data collected via procedures described in this policy against adjudicated subacute and TGC-PAC claims, on a monthly basis.

Submission of SAA Subacute and TGC-PAC event data is due to NARBHA by the 15th day of the month for the months of February, March, May, June, August, September, November and December. For the months of January, April, July and October, Subacute and TGC-PAC event

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data is due to NARBHA by the 5th day of the month. This is a requirement of the *NARBHA Service Area Agency Deliverables* list.

10.4.5 Objectives

To obtain utilization data in a uniform format on all members admitted to SAA Level I Subacute facilities as well as TGC-PAC.

10.4.6 Procedures

What is the process?

Step 1... Extract census data from local system by the 15th day of the month for the months of February, March, May, June, August, September, November and December. For the months of January, April, July and October, Subacute and TGC-PAC, extract census data from the local system by the 5th day following month-end.

Step 2... Translate data into standard submission format (FTP).

Step 3... Submit the resulting file to NARBHA by the 15th day of the month for the months of February, March, May, June, August, September, November and December. For the months of January, April, July and October, Subacute and TGC-PAC, submit the resulting file to NARBHA by the 5th day of the month.

Step 4... Verify successful transmission and receipt at NARBHA.

10.4.6-A What is “standard submission format”?

NARBHA receives data files in various industry-standard formats, depending on the data type. Contact the MIS Production Manager at NARBHA for information on which format to use.

10. 4.6-B Where/how are files posted to NARBHA?

Contact the MIS Production Manager at NARBHA for information on the location and procedure for posting to NARBHA’s server.

10.4.6-C What if technical difficulties are encountered during transmission?

On occasion, FTP transfer may fail or be delayed on either end of the connection. For this reason, it is important that the upload process incorporate automated and/or manual checks to ensure successful transmission. If a problem does occur, notify NARBHA before close of business on the deadline date.