

BHS Policies and Procedures



City and County of San Francisco
Department of Public Health
Community Programs
BEHAVIORAL HEALTH SERVICES

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POLICY/PROCEDURE REGARDING: **Electronic Health Record Data Collection Requirements**

Approved By: Hillary Kunins; MD, MPH
Director of Behavioral Health Services

Effective Date: May 4, 2021

Manual Number: 6.00-04
References: DMH Info Notice 97-17
(October 27, 1997); MHSUDS Info
Notice 17-014 (May 1, 2017);
MHSUDS Info Notice 17-035
(September 5, 2017); Mental Health
Service Division Medi-Cal Billing
Manual (October 2013); Short Doyle
Medi-Cal Phase II Drug Medi-Cal
Companion Guide v1.7(August 2018);
BHS Electronic Prescribing Policy 6.00-
02 (May 17, 2016)

Technical Revision. Replaces 6.00-04 of 12-2-2010

Purpose: This policy defines the minimum data elements that must be entered into the Behavioral Health Systems (BHS) Electronic Health Record (EHR) for the purposes of submitting claims, fulfilling mandated State and local reporting requirements, and complying with BHS Electronic Prescribing Policy.

Scope: Applies to all Mental Health and Substance Use Disorder Programs for whom mandated State reporting requirements apply.

Background: Federal and State legislation requires detailed and specific clinical information be correlated with billing records at the client, service and claims levels. In addition to claims data, the Department of Health Care Services (DHCS) requires the monthly submission of State mandated reporting elements. Finally, the San Francisco Department of Public Health BHS requires performance objective data.

Policy: BHS requires that all programs (including those using service uploads) directly enter all data elements required by DHCS and BHS into the BHS EHR system. Certain grandfathered agencies were granted special exemptions. Any future exemptions must have prior authorization from the Director of BHS or designee. The required elements include, but are not limited to:

- Client Information necessary for accurate client identification and registration
- Guarantor (Coverage)
- Diagnosis as necessary for claims submission
- Client Service Information (CSI)
- Timely Access Data

- California Outcomes Measurement System (CalOMS)
- American Society of Addiction Medicine (ASAM) Level of Care
- Child and Adolescent Needs and Strengths (CANS)
- Adult Needs and Strengths Assessment (ANSA)
- Pediatric Symptom Checklist (PSC-35)

Contact Person:

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