



7.1.19 DHCS CONTRACT DATA REPORTING REQUIREMENTS

Issue Date: 05/26/2026

Revision History: Not Applicable

References: Department of Health Care Services (DHCS) Mental Health Plan (MHP) Contract, DHCS Drug Medi-Cal Organized Delivery System (DMC-ODS) Intergovernmental Agreement, DHCS Performance Contract, SUBG Application

Policy Owner: Quality Assessment and Performance Improvement (QAPI), Section Manager

Director Signature: **Signature on File**

I. Policy Statement

To ensure timely and accurate submission of all data reporting requirements by the California Department of Health Care Services (DHCS), in accordance with the Sonoma County Department of Health Services, Behavioral Health Division (DHS-BHD)'s contractual obligations, including the Mental Health Plan (MHP) Contract, Drug Medi-Cal Organized Delivery System (DMC-ODS) Intergovernmental Agreement, Performance Contract, and Recovery Services Block Grant (SUBG) Application.

II. Scope

This policy applies to DHS-BHD Administrative staff who are involved with submitting data to the DHCS.

III. Definitions

- A. Department of Health Care Services (DHCS): The California Department of Health Care Services.
- B. Mental Health Plan (MHP) Contract: The contract for provision and oversight of Specialty Mental Health Services (SMHS).

- C. Drug Medi-Cal Organized Delivery System (DMC-ODS) Contract: The contract for the Drug Medi-Cal Organized Delivery System services.
- D. Performance Contract: Annual contract outlining specific performance objectives and reporting requirements for county behavioral health departments.
- E. SUBG Application: A biennial application submitted by counties to DHCS to receive Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) funding, including required program, budget, and compliance documentation.
- F. Contract Monitoring Manager: The DHS-BHD Quality Assessment and Performance Improvement (QAPI) Manager responsible for oversight of a specific DHCS contract.
- G. Data Reporting Lead: The DHS-BHD staff responsible for data submissions to DHCS.

IV. Policy

DHS-BHD shall comply with all data reporting requirements as outlined in its contracts with DHCS. DHS-BHD staff responsible for contract deliverables will ensure that all required data submissions are accurate, complete, and submitted within the designated timelines.

V. Procedures

A. Designation of Responsibility

1. The QAPI Section Manager shall designate staff as Contract Monitoring Managers for each DHCS contract.
2. Each Contract Monitoring Manager is responsible for identifying all data reporting requirements in their respective contract.
3. Each Data Reporting Lead is responsible for the gathering, submitting, and monitoring of data reporting requirements.

B. Report Tracking

1. Contract Monitoring Managers shall maintain a log outlining all required data reports.
2. Data Reporting Leads are responsible for maintaining the data reporting log to capture that data is submitted, as required.

C. Data Submission

1. Required data reports shall be compiled using current templates and formats, as specified by DHCS.
2. Reports shall undergo internal quality assurance review prior to submission.
3. All reports will be submitted by the designated due dates through the appropriate DHCS portal or submission process.
4. If a reporting deadline cannot be met, a formal extension request must be submitted to DHCS in accordance with their specified procedures and timelines.

D. Documentation and Record Retention

1. A copy of each submitted report shall be retained by the Data Reporting Lead for a minimum of ten (10) years.
2. Documentation must include the submission date, confirmation of receipt (if applicable), and internal approval records.
3. In addition to the submitted report, all supporting materials related to the data—such as source data, internal communications, correspondence with DHCS, and any Corrective Action Plans (CAPs)—must also be retained for the same ten-year period.
4. Records shall be maintained in a manner that ensures accessibility for auditing, monitoring, or quality assurance purposes.

E. Corrective Action Plans (CAPs)

1. When DHCS identifies deficiencies or noncompliance related to data reporting, a Corrective Action Plan (CAP) may be required.
2. The Data Reporting Lead is responsible for coordinating the development and submission of the CAP in collaboration with the relevant program and administrative staff.
3. CAPs must address the identified issues, outline the specific corrective actions, assign to responsible parties, and include timelines for implementation.
4. All CAPs must be reviewed and approved by the QAPI Section Manager prior to submission to DHCS.
5. Submitted CAPs and all related correspondence, documentation, and progress updates must be retained in accordance with the documentation and record retention requirements outlined in Section V.D.

F. Compliance Monitoring

1. The data reporting log will be reviewed by the QAPI Section Manager quarterly. Findings will be shared with the Behavioral Health Leadership Team, and corrective action will be implemented as needed.

G. Training and Updates

1. Data Reporting Leads shall participate in DHCS trainings related to contract requirements and updates, as applicable.

VI. Forms

None

VII. Attachments

None