

BH-ASO Contract Deliverable Naming Conventions

Contract Section	Deliverable/Event	Naming Convention	Due Date
2.8 Exhibit E, 5.6	Data Use, Security and Confidentiality	(Month as Number)_Year_(Region as One Word)_Sec2_SharedData Example: 1_2024_Pierce_Sec2_SharedData	15 th of Every Month
2.8 Exhibit E, 8	Data Shared with Subcontractors	Year_(Region as One Word)_Sec2_DataAccess Example: 2024_King_Sec2_DataAccess	January 31
2.8 Exhibit E, 9.1	Data Breach	(Month as Number)_Year_(Region as One Word)_Sec2_DataBreach Example: 3_2024_Spokane_Sec2_DataBreach	Ad Hoc
2.9.3	Debarment Certification	(Month as Number)_Year_(Region as One Word)_Sec2_DebarCert Example: 2_2024_NorthSound_Sec2_DebarCert	Ad Hoc
2.17.8	Evidence of Coverage	(Month as Number)_Year_(Region as One Word)_Sec2_EvidCoverage Example: 9_2024_Southwest_Sec2_EvidCoverage	Ad Hoc
2.17.9	Certificate of Coverage	(Month as Number)_Year_(Region as One Word)_Sec2_CertofCover Example: 9_2024_Pierce_Sec2_CertofCover	Ad Hoc
2.17.11	Contractor Self-Insured	Year_(Region as One Word)_Sec2_SelfInsured Example: 2024_ThurstonMason_Sec2_SelfInsured	3 rd Wednesday of January
2.20	Notification of Organizational Changes	(Month as Number)_Year_(Region as One Word)_Sec2_OrgChange Example: 10_2024_NorthCentral_Sec2_OrgChange	Ad Hoc
2.34.4	Solvency	(Month as Number)_Year_(Region as One Word)_Sec2_Solvency Example: 12_2024_GreatRivers_Sec2_Solvency	Ad Hoc
2.35	Surety Bond	Year_(Region as One Word)_Sec2_SuretyBond Example: 2024_King_Sec2_SuretyBond	January 31
2.36.2	Reserve Balance	(Month as Number)_Year_(Region as One Word)_Sec2_ResBalance Example: 7_2024_GreatRivers_Sec2_ResBalance	Ad Hoc
2.32.4	Contract Termination	(Month as Number)_Year_(Region as One Word)_Sec2_ContTerm Example: 8_2024_Spokane_Sec2_ContTerm	Ad Hoc
3.1.1	Media Material and Publications	(Month as Number)_Year_(Region as One Word)_Sec3_MediaPublic Example: 1_2024_GreaterColumbia_Sec3_MediaPublic	Ad Hoc

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3.3.4	Written Information	(Month as Number)_Year_(Region as One Word)_Sec3_WritInfo Example: 1_2024_Salish_Sec3_WritInfo	Ad Hoc
5.1.11	Funding	(Month as Number)_Year_(Region as One Word)_Sec5_Funding Example: 1_2024_Carelon_Sec5_Funding	Ad Hoc
5.5	Sanctions	(Month as Number)_Year_(Region as One Word)_Sec5_Sanctions Example: 1_2024_GreatRivers_Sec5_Sanctions	Ad Hoc
6.1.3	Network Adequacy	Year_(Region as One Word)_Sec6_NetAdequacy Example: 2024_King_Sec6_NetAdequacy	November 1
6.1.4	Termination of Subcontracts or New Subcontracts	(Month as Number)_Year_(Region as One Word)_Sec6_Subcontracts Example: 1_2024_Salish_Sec6_Subcontracts	Ad Hoc
6.1.5	Subcontractor termination or site closure less than 90 days.	(Month as Number)_Year_(Region as One Word)_Sec6_SubTerm90day Example: 1_2024_Carelon_Sec6_SubTerm90day	Ad Hoc
6.4	Scheduled non-Business Days	Year_(Region as One Word)_Sec6_SchNonBusDays Example: 2024_GreatRivers_Sec6_SchNonBusDays	December 1
6.4.1	Non-scheduled closures	(Month as Number)_Year_(Region as One Word)_Sec6_Closures Example: 1_2024_Salish_Sec6_Closures	Ad Hoc
6.6.4.1	Network capacity of SABG providers	(Month as Number)_Year_(Region as One Word)_Sec6_NetCapSABG Example: 3_2024_GreaterColumbia_Sec6_NetCapSABG	Ad Hoc
6.6.4.2	SABG Capacity Management Report	State Fiscal Quarter_Year_(Region as One Word)_Sec6_SABGCapReprt Example: Q3_2024_Salish_Sec6_SABGCapReprt	January 31 April 30 July 31 October 31
6.6.4.3	PPW and IUID providers receiving SABG funds	(Month as Number)_Year_(Region as One Word)_Sec6_PPW&IUIDSABG Example: 3_2024_King_Sec6_PPW&IUIDSABG	Ad Hoc
7.2.2	Accreditation review	(Month as Number)_Year_(Region as One Word)_Sec7_AccredReview Example: 5_2024_Spokane_Sec7_AccredReview	Ad Hoc

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7.2.5	State Auditor Notice	(Month as Number)_Year_(Region as One Word)_Sec7_AuditorNot Example: 3_2024_Southwest_Sec7_AuditorNot	Ad Hoc
7.4.2.1	Critical Incident Report non-Medicaid	(Month as Number)_Year_(Region as One Word)_Sec7_NonMedCIR Example: 4_2024_King_Sec7_NonMedCIR	Ad Hoc
7.4.2.2	Critical Incident	(Month as Number)_Year_(Region as One Word)_Sec7_CrtIncident Example: 4_2024_NorthSound_Sec7_CrtIncident	Ad Hoc
7.4.3	Critical Incident Semi-Annual Report	1_Year_(Region as One Word)_Sec7_CIRSemi or 7_Year_(Region as One Word)_Sec7_CIRSemi Example: 1_2024_GreaterColumbia_Sec7_CIRSemi or 7_2024_GreaterColumbia_Sec7_CIRSemi	January 31 July 31
8.1.2	Policies and Procedures Requirements	(Month as Number)_Year_(Region as One Word)_Sec8_PPReq Example: 12_2024_NorthSound_Sec8_PPReq	Ad Hoc
9.3.1	Subcontract	Year_(Region as One Word)_Sec9_Contracted Entity as One Word Example: 2024_Pierce_Sec9_MaryBridge	Ad Hoc
9.5.29.1	OMB Audit	(Month as Number)_Year_(Region as One Word)_Sec9_OMBAudit Example: 8_2024_King_Sec9_OMBAudit	Ad Hoc
9.6.5	Annual certification that subcontractors meet all requirements	Year_(Region as One Word)_Sec9_SubcontrCert Example: 2024_Salish_Sec9_SubcontrCert	January 31
9.6.7	Annual Fiscal Review: Subcontractor Receiving FBG funds	(Month as Number)_Year_(Region as One Word)_Sec9_FBGAudit Example: 8_2024_NorthCentral_Sec9_FBGAudit	Ad Hoc
9.7.2	Subcontracts with Indian Health Care Providers (IHCP)	(Month as Number)_Year_(Region as One Word)_Sec9_IHCPOffers Example: 9_2024_GreaterColumbia_Sec9_IHCPOffers	Ad Hoc
9.13.1.5	Block Grant Cost Sharing Assistance	(Month as Number)_Year_(Region as One Word)_Sec9_FBGCostShare Example: 4_2024_Spokane_Sec9_FBGCostShare	Ad Hoc
14.2.3	Constituent Grievance Process	(Month as Number)_Year_(Region as One Word)_Sec14_Constrgrv Example: 12_2024_NorthSound_Sec14_Constrgrv	Ad Hoc

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14.8.2	Grievance, Adverse Authorization Determination, Appeals, and Administrative Hearings Quarterly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)_Sec14_GAAreport Example: Q3_2024_King_Sec14_GAAreport	January 15 April 15 July 15 October 15
15.1.3	Semi-Annual Trueblood Misdemeanor High Utilizer List Diversion Fund Report	1_Year__(Region as One Word)_Sec15_TBDFreport or 7_Year_(Region as One Word)_Sec15_TBDFreport Example: 1_2024_NorthCentral_Sec15_TBDFreport or 7_2024_NorthCentral_Sec15_TBDFreport	January 31 July 31
15.4.4.4	Peer Bridger Participant Treatment and Engagement Resources Monthly Report	(Month as Number)_Year_(Region as One Word)_Sec15_PBengagmt Example: 1_2024_Pierce_Sec15_PBengagmt	15 th of the Next Month
15.4.4.5.1	Peer Bridger Monthly Report	(Month as Number)_Year_(Region as One Word)_Sec15_PBreport Example: 3_2024_GreatRivers_Sec15_PBreport	15 th of the Next Month
15.5	No Bed Report	<i>Use existing reporting methods</i>	
15.6.3	Evaluation and Treatment (E&T) Discharge Planner's Monthly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)_Sec15_ETDCplanner Example: Q3_2024_NorthCentral_Sec15_ETDCplanner	Last Business Day of the Month Following the End of Quarter
15.6.3	Evaluation and Treatment (E&T) Discharge Planner's Monthly Report	(Month as Number)_Year_(Region as One Word)_Sec15_ETDCplanner Example: 1_2023_NorthCentral_Sec15_ETDCplanner	Last Business Day of the Following Month
16.1.7	Organizational Chart	(Month as Number)_Year_(Region as One Word)_Sec16_OrgChart Example: 4_2024_NorthSound_Sec16_OrgChart	Ad Hoc
17.2.1.1	Community Information & Educational Plan	Year_(Region as One Word)_Sec17_CIEP Example: 2024_Salish_Sec17_CIEP	January 31
17.4.5.1	MRRCT Report	Q(State Fiscal Quarter)_Year_(Region as One Word)_Sec17_MRRCTQrtRpt Example: Q3_2024_NorthSound_Sec17_MRRCTQrtRpt	January 31 April 30 July 31 October 31
17.5.1.4.6	Quarterly AOT Report	Q(State Fiscal Quarter)_Year_(Region as One Word)_Sec17_AOTQrtRpt Example: Q3_2024_King_Sec17_AOTQrtRpt	February 15 May 15 August 15 November 15

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17.6.9.1	Co-Responder Quarterly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)__Sec17_CoRespRpt Example: Q_2024_Spokane_Sec17_CoRespRpt	January 31 April 30 July 31 October 31
17.8.2	Tribal DCR	(Month as Number)_Year_(Region as One Word)_Sec17_TribalDCR Example: 4_2024_Salish_Sec17_TribalDCR	Ad Hoc
17.9.1.1	Quarterly Crisis System Metric Report	Q(State Fiscal Quarter)_Year_(Region as One Word)__Sec17_CrisisMtrcs Example: Q3_2024_ThurstonMason_Sec17_CrisisMtrcs	February 14 May 15 August 14 November 14
17.9.1.2	Annual Crisis System Report	Year_(Region as One Word)_Sec17_CrisisSys Example: 2024_Salish_Sec17_SubcontrCert	February 28
18.1.2	Juvenile Court Treatment Program Quarterly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)__Sec18_JCTPReport Example: Q4_2024_Salish_Sec18_JCTPReport	45 Calendar Days After the End of the SFQ
19.3.1	Criminal Justice Treatment Account (CJTA) Biennial Plan	Year_(Region as One Word)_Sec19_CJTABienplan Example: 2025_Pierce_Sec19_CJTABienplan	October 1 Every Other Year
19.6.1	Criminal Justice Treatment Account (CJTA) Quarterly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)__Sec19_CJTareport Example: Q1_2023_GreaterColumbia_Sec19_CJTareport	45 Calendar Days After the End of the SFQ
20.1.1	Federal Block Grant Annual Project Plans	Year_(Region as One Word)_Sec20_FBGannplan Example: 2024_King_Sec20_FBGannplan	July 15
20.1.7	Federal Block Grant Annual Progress Report	Year_(Region as One Word)_Sec20_FBGannrpt Example: 2024_GreaterColumbia_Sec20_FBGannrpt	August 1
21.1.9	Jail Transition Services Report	Year_(Region as One Word)_Sec21_JTSreport Example: 2024_King_Sec21_JTSreport	August 31
22.2.6.1	Peer Pathfinder Transition from Incarceration Pilot Program Quarterly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)__Sec22_PPTireport Example: Q1_2023_Pierce_Sec22_PPTireport	January 31 April 30 July 31 October 31
24.1.7.1	FYSPT Needs Assessment	Year_(Region as One Word)_Sec24_NEEDSASSMT Example: 2024_Pierce_Sec24_NEEDSASSMT	October 31 (Even Years)
24.1.7.3	FYSPT Work Plan	Year_(Region as One Word)_Sec24_2YRWRKPLN Example: 2025_Pierce_Sec24_2YRWRKPLN	January 31 (Odd Years)

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24.1.9	FYSPRT Survey of Regional FYSPRT	Year_(Region as One Word)_Sec24_FYSPRTsurvey Example: 2025_NorthSound_Sec24_FYSPRTsurvey	April 30
24.1.12	FYSPRT Quarterly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)__Sec24_FYSPRT Example: Q3_2024_Pierce_Sec24_FYSPRT	January 31 April 30 July 31 October 31
25.1.3.5	CBHE Communication Plan	Year_(Region as One Word)_Sec25_ProvCommPlan Example: 2025_Pierce_Sec25_ProvCommPlan	June 15
25.1.3.6	Updated Provider Communication Plan	(Month as Number)_Year_(Region as One Word)_Sec2_UpdatedComm Example: 11_2024_Spokane_Sec25_UpdatedComm	Ad Hoc
25.1.4.1	Community Behavioral Health Enhancement Quarterly Expenditure Report	Q(State Fiscal Quarter)_Year_(Region as One Word)__ Sec25_CBHEreport Example: Q2_2023_GreaterColumbia_Sec25_CBHEreport	January 31 April 30 July 31 October 31
26.1.3.2	Stakeholder Quality Improvement Feedback	(Month as Number)_Year_(Region as One Word)_Sec26_QIFeedback Example: 11_2024_King_Sec26_QIFeedback	Ad Hoc
26.1.3.3	BHAB Annual Expenditure Plan	Year_(Region as One Word)_Sec26_BHABApprPlan Example: 2024_Spokane_Sec26_BHABApprPlan	July 15
26.1.4.3	Behavior Health Advisory Annual Report	Year_(Region as One Word)_Sec26_BHAB Example: 2024_Southwest_Sec26_BHAB	February 15
27.1.1	Crisis Triage/Stabilization and Increasing Psychiatric Capacity Report	<i>Use existing reporting methods</i>	30 Days After the End of the SFY Quarter
28.2.6	Recovery Navigator Quarterly Report	<i>Use naming convention associated with the RNP Data Collection Workbook</i>	January 31 April 30 July 31 October 31
29.1.3	Disaster Recovery Annual Certification Statement	Year_(Region as One Word)_Sec29_DisastRecov Example: 2024_GreaterColumbia_Sec29_DisastRecov	January 31
Schedule A	Systems of Care Grant, Mobile Response and Stabilization Services	Q(State Fiscal Quarter)_Year_(Region as One Word)_SchA_SOCGMRSS Example: Q4_2024_Spokane_SchA_SOCGMRSS	February 15 May 15 August 15 November 15
Schedule C	Trueblood Crisis Stabilization/Crisis	Q(State Fiscal Quarter)_Year_(Region as One Word)_SchC_QECSCTR	January 31 April 30

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	Triage Quarterly Report	Example: Q3_2024_Southwest_SchC_QESCTR	July 31 October 31
Schedule D	Children's Crisis Outreach Response System/Intensive Stabilization Services (CCORS/ISS) Report	(State Fiscal Quarter)_Year_(Region as One Word)_SchD_CCORS Example: Q4_2024_King_SchD_CCORS	February 15 May 15 August 15 November 15
Schedule E	Housing Voucher Report	<i>Use naming convention outlined by DBHR</i>	10 th of Every Month
Schedule H	Monthly Status Updates	(Month as Number)_Year_(Region as One Word)_SchH_StatusReport Example: 4_2024_Spokane_SchH_StatusReport	20 th of Every Month
	A-19	(Month as Number)_Year_(Region as One Word)_SchH_HOSTA19 Example: 4_2024_Southwest_SchH_HOSTA19	20 th of Every Month
	Monthly HOST Excel Workbook	(Month as Number)_Year_(Region as One Word)_SchH_DataWorkbook Example: 4_2024_King_SchH_DataWorkbook	20 th of Every Month
Schedule J	Youth Behavioral Health Navigator Monthly Report	(Month as Number)_Year_(Region as One Word)_SchJ_YBHNPMDT Example: 1_2024_GreaterColumbia_SchJ_YBHNPMDT	45 Calendar Days After the End of the Month
	Youth Behavioral Health Navigator Quarterly Report	Q(State Fiscal Quarter)_Year_(Region as One Word)_SchJ_YBHNP Example: Q3_2024_Pierce_SchJ_YBHNP	45 Calendar Days After the End of the Calendar Year