

DRAFT – Not reviewed or approved by committee

**NSMHA CIS Committee  
NSMHA Conference Room  
December 18, 2007  
1:00-3:00 p.m.**

**MINUTES**

**Present:** Michael White, NSMHA; Dennis Regan, NSMHA; Jennifer Whitson, WCPC; Jim Gaudette, CCS; Lynn Birks, VOA; Steve Carpenter, WCPC; Seongja Garza, Sea Mar; Jeanne Christoferson, Snohomish County; Barbara Browning, *bridgemays*; Stephanie Zapien, LWRTC and Rebecca Pate, recording

**Absent** (excused):

**Review/Approve Minutes**

The meeting was called to order 1:05 pm. Introductions were made.

A motion was made to approve the minutes as written, seconded and motion carried.

**Call for Additional Agenda Items**

Michael asked for additional agenda items and none were mentioned.

**CIS Workgroup Charter**

The charter was brought up at the last meeting. Michael asked if anyone had any updates and the group decided to table it till next month when a larger representation was present.

**Data Cleanup Reports**

Last month it was requested for some updates to clean up the reports. Michael said he has reports generated this morning and if wanted let him know and he will send them out. Jeanne, Jennifer and Jim requested their reports.

Michael asked what reports could be done away with and what reports should be added to make things better with the new system. Jennifer asked about feedback loop that used to be available. Will it be available again and Michael said no but there should be a similar report available with what information providers submit. Jennifer said this must be available through Sound Data. Data verification within the system is done by each agency and changed only when necessary.

Michael asked what was the most difficult report utilized and the group agreed that the “Services transmitted episodes missing” report. Michael said the database will eventually have a process installed where you will not be able to delete and episode if a child or other record is associated with it.

Michael stated he was not hearing any burning desire to delete any reports; therefore, they will be left for now.

He asked about new reports. Jim said something regarding clients in services with the same staff. Michael said staff was not attached currently but the same CPT is available. Michael said perhaps something can be developed. Michael said daily reports come into the NSMHA database and reports are returned with information regarding what was received. Michael said the bugs with CPT codes on NSMHA side have

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been fixed. Michael asked all to think about reports that might be desired and let him know. Michael said it will benefit the system to have the best data possible available.

### **Queries/Report Structure Used for Payments**

Michael distributed NSMHA's attempt of what data will be attempted to collect. Dennis reviewed the information with the group regarding what will be required and what will cause rejections. Dennis said episode type will be important for data collection and reporting. Jennifer asked if cases should be recorded accordingly and Michael said the episode should be attached to the correct case type. Dennis said agencies have separate pots of money for IOP and Outpatient and agencies need to ensure that funds from both are used. Jim said he would like to be able to see the differences between agencies and NSMHA to correct problems now. Jim stated he would feel better if he could ensure what agencies are submitting if what NSMHA is receiving. Michael stated the first reconciliation that will make this accountable is in April.

Michael stated most data should have been submitted to the NSMHA system by the 10<sup>th</sup> of the month. For example, the March 12<sup>th</sup> report should include all of January's data. There was discussion among the group regarding handout distributed.

Michael asked if there any questions regarding this. Stephanie asked about coding under Marty's law. Michael said there are three codes that can be used for this. Michael stated H0066, H0021 and S9484 are the only codes that can be used for Marty's law legislation and a numbered memorandum went out in today's mail regarding this information. He said the memorandum is already on the web 2007-021.

### **Reports for Monitoring Data in CIS**

Michael mentioned this regards data NSMHA receives and what agencies need provided to make things easier for them. Jim said current reports appear to be working. Michael asked what is needed for them to make this work as for payment data. Jim said their billing table does not include a place for service entry. Michael said he could break out by modality. Jennifer stated modality would be a start. Jim mentioned that agencies are not sure Sound Data is sending NSMHA everything submitted. Michael said this is where agencies need to get with Sound Data and work out problems to ensure all data is sent. Michael suggested starting with hours of service by day. Michael suggested talking with Sound Data to find out what they are eliminating from submitted data to see what needs to be fixed to obtain necessary information. The group seemed to agree the October data report would be the easiest one to check this against. Michael said he hoped to have information by Thursday so he could fix problems and have data ready for January 12<sup>th</sup> information. Stephanie asked about authorizations within the system. Michael said he could generate a report for open authorizations for a given agency. Michael said he would some draft out tomorrow and Jim asked for what will be gathered so they can match their report. Michael said if anyone thinks of anything they might like included for reports let him know.

### **Data Dictionary**

Michael said the next data dictionary update will probably include clinician ID. Michael said it was recently updated. Michael said he needs agency business rules from all so he can create a centralized document with everyone's information so it can be brought back to the group so information can be incorporated accordingly into the data dictionary. He asked all to check out the website and let him know if they discover anything that is not working properly.

### **Other Items**

Nothing mentioned.

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**Open Discussion**

Michael opened the floor for discussion at 2:35. Nothing was mentioned.

A motion was made to adjourn, seconded and motion carried. The next meeting will be January 15, 2008, at 1:00 in the NSMHA Conference Room.

The meeting was adjourned at 2:37 pm.