

DRAFT – Not reviewed or approved by committee

**NSMHA CIS Committee
NSMHA Conference Room
January 15, 2008
1:00-3:00 p.m.**

MINUTES

Present: Michael White, NSMHA; Dennis Regan, NSMHA; Jeanne Christoferson, Snohomish County; Marsha Murray, Sound Data; Tera Boonstra, Compass; Stephanie Zapien, LWRTC; Lynn Birks, VOA; Barbara Browning, *bridgeways*; Jennifer Whitson, WCPC; Jim Gaudette, Compass; Greg Long, NSMHA and Rebecca Pate, recording.

Absent (excused):

Review/Approve Minutes

The meeting was called to order at 1:00 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 Jennifer wanted to add Medicare only client interviewed through Access (hospital discharge).

Revision of Charter

Michael said he has not heard from anyone any changes desired so Michael will tweak minor changes such as meeting time, provider agencies, etc. Marsha mentioned the new committee to form and Michael said that was through the Planning Committee and he does not know if that will come about.

Data Clean Up Reports

Michael said a new report coming out will be LOCUS reports done for clients under 18 should not be seen. Michael said he is waiting to hear if these are clients soon to turn 18 or if mistakes in DOB and corrections will be done. Below 18 should not have LOCUS and clean up will be forthcoming. Michael asked if anyone had anything regarding reports and none were mentioned.

Payments

Michael said Dennis's report looks at the first of the month plus 29. Marsha said the program works on days not calendar months and wants to ensure all understand this. Paul will bring this up tomorrow at the meeting. Marsha said individuals need to realize if they work on a Saturday it will not count as day 29 and will not be recorded. Michael said there are timelines for data entry and timelines for payment.

Michael said Paul had asked about replace of service codes and outreach. Michael said management team talked about this today and in relation to code 33 it is a code that should not be in the system but then it was discussed about a consumer going from one area to a residential facility – would that not be a boarding home. Greg said this could not be billed as an outreach. Service 56 – Michael said NSMHA will be looking at this more before providing an answer to discover the rationale behind, etc. Michael said there were no other questions regarding code but he appreciated Paul bringing this to NSMHA's attention for review.

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Michael asked if anyone had any other questions in regards to payment computation and none were mentioned.

Data Monitoring in CIS

Michael said one recent thing that came up was regarding outreaches. Dennis said this was in regards to how the Marty Smith bill affected things indicating more outreaches. Phone calls were discussed and Michael said the codes they roll up into do not distinguish between VOA and agency calls. Michael distributed a Crisis Services and Investigations report for the group and asked for feedback from the group. Discussion followed regarding the report.

180-day reviews

Michael distributed a PEPIS 180-day review comparison report and discussed it with the group. This report was for “missing and/or overdue” reports. This report was to inform all of existing gaps. He asked all to compare with numbers being run off their system so the discrepancy can possibly be identified.

Michael distributed a “Portal to NSMHA CIS” internal links page and reviewed/explained it with the group. He stated this shows what type of information the QS have access to and why they might ask the questions they do. He asked for all to review and provide feedback that might make things better.

Michael asked the group if they would like to get the detail for the missing and overdue reports in upcoming Data Cleanup reports. Several members acknowledged affirmatively. Michael said he would include the detail of the missing and overdue 180-day review reports in upcoming Data Cleanup reports.

Previous Month Services Report

The report distributed is the first one run since the holidays. Tera said it had been requested to break down by facility and Michael said that breakdown would be forthcoming. A details report was requested and Michael will provide requested items and if anyone thinks of anything else they would like to have, please let him know. Discussion followed. He asked if anyone desired any other reports with data in system and none were mentioned. He said if anyone thought of anything to let him know.

Michael said his plan is to get these out by the 12th of the month. He mentioned they could be done more frequently, if needed.

Data Dictionary

Michael stated last month he asked for feedback regarding business rules and none was provided. He asked all to review these and provide feedback.

Reporting Questions

- A. Discussion was the action can be coded to one client but not both. It was the consensus that confidentiality, fraud, etc. can come into play when multiple clients are transported at the same time. Michael said management team suggested utilizing Medicaid transport if available. Concerns are definitely present. Greg said it should be billed according to the time spent with the client. Greg also said providers can see the slippery slope that can cause problems in the future.
- B. Michael said if it is an identified service it should be Medicaid billable. Discussion followed.

Michael asked for any further questions. He said if anyone thought of any to let him know.

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Out of Region Community Service Officers (CSO)

Michael – how handled. He said NSMHA is looking at developing a process to identify these individuals (i.e., out of county foster kids, client moving from another region, etc.) Agreement was it sometimes takes a little while to get coupons changed over. Marsha said these individuals are treated as a private client until the change can be accomplished. Discussion followed.

Other Items

Jennifer said this client has created numerous problems and disagreements. Consensus was they should have never been screened. This individual does not even qualify for “state only”. Consensus was the agency needs to be more diligent in catching things like this before they are screened. Discussion followed.

Open Discussion

Michael opened the floor for discussion at 2:10 and nothing was mentioned.

A motion was made to adjourn, seconded and motion carried. The meeting was adjourned at 2:15 pm. The next meeting will be February 19, 2008, at 1:00 in the NSMHA Conference Room.