

DRAFT – Not reviewed or approved by committee

**NSMHA CIS Committee**  
**NSMHA Conference Room**  
**February 19, 2008**  
**1:00-3:00 p.m.**

**MINUTES**

**Present:** **Greg Long**, NSMHA; **Seong Ja Garza**, Sea Mar; **Barbara Browning**, *bridgeways*; **Jim Gaudette**, CCS; **Marsha Murray**, Sound Data; **Judy Hamlin**, Sound Data; **Michael White**, NSMHA; **Debbie Buse**, Sunrise; **Dennis Regan**, NSMHA and **Rebecca Pate**, recording.

**Absent** (excused):

**Review/Approve Minutes**

The meeting was called to order at 1:07 pm. Introductions were made.

A motion was made to approve the minutes with changes once clarification is gotten from Jennifer on her change request.

**Call for Additional Agenda Items**

Michael asked for additional agenda items and Marsha added she wished to know how Interfaith data is getting to Volunteers of America (VOA). Judy said there was concern data was not getting to VOA. Michael said crisis plans were to be faxed to VOA for Interfaith. Greg said this issue has been raised with Interfaith and one thing that exists is there may not be many clients from Interfaith. Greg said this might be regarding the types of appointments they are doing. Judy said this was not the concern. Marsha said needed clarification regarding overlapping services. Judy added a request for modification to DC1230 report.

**Revision of Charter**

Michael said the charter is in the handouts with updates and said if any outstanding issues exists to let him know and he will make them and get them posted on the web.

**Data Clean Up Reports**

Michael said challenges have been occurring lately. These have caused out of memory failed and resulted in data receipt failure. Michael said that was worked on this morning and reports are being generated at this time. Judy requested that ones have just been opened and asked Michael if he could back off the reporting so if new cases come across they will not be included. Marsha said this will aid with other input because of all the processes not being complete at the time of input. Michael said he could allow a 10 day leeway but no more. Judy said if the incident shows on the report people seem to believe there is something wrong with it and the adjustment would help. Marsha said if a 14 calendar day adjustment could be done it would be great. Michael said he would tweak the system for future reports. Judy mentioned getting the reports in Excel. Michael said some of the reports are done in Excel but not all. He said if particular ones need to be incorporated into Excel let him know and he could make the adjustments. Jim asked if the reports could provide the county so when data is returned to appropriate area it would make that process easier. Michael said he would look into incorporating that into the reports. Judy said on DC1010 for services over 480 minutes how can it prevent this from showing. Michael said get the information to him regarding over 480 minutes and he could make necessary changes. Greg asked how this happens and Jim said that rarely occurs and is usually when the client has to be

assisted closely. Marsha said 120 minutes is usually considered to be normal. Jim suggested anything over 180 minutes be considered. Discussion followed. Michael said he would run a report and bring back for review.

### **Business Rules for CHAP and CHIP**

Marsha asked if business rules have changed. Greg said no because NSMHA thought a CHAP audit would be done. It is being done currently but not complete. He said NSMHA believes Children's Administration will want to make some changes but do not know what they will be at this time. Jim said anyone who has a CHAP/CHIP program should conduct business the same. Marsha said people have asked for guidance. Jim asked what the rules for CHAP episodes entry were and how to proceed. Marsha said clinical people asked for guidance back in October and November. Discussion followed. Michael said the December meeting asked for special episode of care codes and they went out shortly after the meeting. Michael said the start date should be the date the particular episode of care started. Jim mentioned CHIP started October 2007 and Michael agreed that is correct. Marsha said payment was questioned and Greg said payments will come from separate carve outs. Jim acknowledged this needs to be done and set up right so all information is accurate. Jim said individuals need to ensure they pick the correct episode when inputting data. Jim said agencies need to run some reports to ensure the correct episode is being entered. Further discussion occurred.

Items needed are as follows:

- Start date
- As of a certain date, all services need to be tied to a certain episode

Michael said according to the memorandum that went out December 18<sup>th</sup> the start date should be March 18<sup>th</sup>. Marsha said that is doable. Jim said his understanding was to go ahead and start inputting data but the drop dead start date is March 18<sup>th</sup>. Marsha expressed as long as Michael was going to double check it could be done.

### **Overlapping Services**

Jim asked what an allowable overlapping service was. Jim stated when a child has psychiatric services the parents are called in for consultation and this would be one instance of overlapping services. Marsha said a client could be seeing an ARNP for med management and perhaps someone else can be doing work for the same client regarding housing but not know both are being done. Marsha said the difficulty comes with reporting. Michael said there is no overlapping data because time of day is not submitted to NSMHA for reporting. He said if a person were to look in the chart; however, it would show overlapping. Michael said a clause #7 allows for this by using the word "or" in the language regarding multiple staff. Jim stated he was fine with that as long as NSMHA accepted it. Dennis said there was still exposure to Medicaid. Michael said he would run it back up to the state for feedback. Discussion followed.

Jim expressed it would be nice to have something in writing from NSMHA regarding what is acceptable and not acceptable. Michael said he would work on drafting something up and get it out.

### **Authorizing Requests**

Michael said some letters have gone out with discrepancy dates. This has not happened often but NSMHA has set up another filter to eliminate this problem. Michael said this is just and FYI that some people might get phone calls regarding this. Jim asked how a re-auth date gets changed once denied

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because a 180-day has not been completed. Judy said this occurs because she does not have a definite point of contact to follow up with and Jim said to send them to Lisa or himself. Jim said the problem he has is these are still showing on reports run later. Jim asked Judy if he should work with her regarding this and she said yes. Jim told Judy to have the people from Jail Services call him with problems so he could work with them regarding problems. Discussion followed.

### **EPSDT Transaction Draft**

Michael said the contract has a requirement for EPSDT chart review. Current information available is not providing specific information/indicator to perform the pull. Michael said NSMHA staff came up with the bottom four ideas for clarification. Marsha asked if the state ever clarified their criteria for EPSDT. Michael said he believed they did but was not sure what it is. Marsha said the requirement is needed and Judy said to post the information clarification is needed. Michael implied once the team is developed it should be easier to identify the necessary components needed. Marsha said none of this is currently captured. Jim asked what needs to be reported to validate. Marsha and Jim said the source document needed for reporting this is necessary. Michael said to provide feedback to him so he could finalize the draft. Jim asked who is on the team and how is this documented. Michael said some of the documentation should show in the chart. Discussion followed. Michael said he would check to see how distribution of this document occurred. The group discussion appeared to be how to document it so the data would appear for the benefit of the pull. Marsha said they needed to take it back to Compass Health for input. Marsha asked specifically what they are looking for regarding EPSDT reporting. Further discussion followed. Michael said to provide him with questions so he could seek answers.

### **Waiver Exception Clinicians and Services Rendered**

Michael said if any provider has clinicians who have waivers or exceptions a list of personnel needs to be gotten to NSMHA. Marsha said she thought there might be 25. Michael asked Marsha to submit a report to him regarding waivers and exceptions. Marsha asked if there was a deadline for these and Rebecca and Michael said they believe it is addressed in the policy 1516.00.

### **Other Items**

Nothing further mentioned.

### **Open Discussion**

Michael opened the floor for discussion at 2:39 and nothing was mentioned.

The meeting was adjourned at 2:40 pm. The next meeting will be March 18, 2008, at 1:00 in the NSMHA Conference Room.