

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

DRAFT MINUTES

Present: *Michael White*, NSMHA; *Stephanie Zapfen*, LWC; *Jennifer Whitson*, WCPC; *Barbara Browning*, bridgeways; *Dennis Regan*, NSMHA; *Judy Hamlin*, Sound Data; *Tera Boonstra*, Compass; *Marsha Murray*, Sound Data; *Seong Ja Garza*, Sea Mar; *Jeanne Christoferson*, Snohomish County; *Lynn Birks*, Volunteers of America and *Rebecca Pate*, recording.

Absent (excused):

I. Review/Approve Minutes

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

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

II. Call for Additional Agenda Items

Michael asked if there were any additions to the agenda and Tera added access to Medicaid eligibility files and status on Information Systems (IS) Request for Qualifications (RFQ).

III. Data Cleanup Reports

Michael asked if there were any issues around the reports. Jennifer said it was nice getting them early and Judy said it was nice to have the Excel version.

IV. Items from previous Meetings

- Michael said the Early Periodic Screening and Diagnostic Treatment (EPSDT) issue is tabled for now because issues are being worked out.
- Multiple Services – Jennifer said she has several multiple services running now. The group mentioned various reasons for multiple services (i.e., parole issues, etc.). Marsha questioned engagement and outreach. Marsha questioned codes to use towards payments and said engagement and outreach is not in there now. Michael asked Dennis to look into incorporating engagement and outreach into the data. Dennis mentioned there could be issues on the financial side. Tera said multiple services happen often with adult clients and the multiple services example deals only with children.
- Authorization periods – Michael said if a request came in today with start date for September authorizations will not be done prior to the previous month. Michael said basically there is a two month window. The group asked if quality staff reviewed the notes because sometimes data is in the notes section. Stephanie said a definition for state funded needs to be made known region wide for clarity. Stephanie said she is having difficulty getting clients authorized. Discussion followed. Michael asked if the wording for the authorization periods works and the group agreed it was fine.

Michael said he would get the adult wording in the multiple services example and get both statements on letterhead and make available.

Marsha asked about MINT clients who are on an Less Restrictive (LR). She said clinical people are being told they have to take these MINT clients but they will not be paid for them because they are not in system. Dennis said they come out of state only dollars. Dennis said this is why payments computation was done because Bill told him there was no reconciliation. Marsha said this is an issue that needs to be looked into.

Marsha asked if MINT eligibility listing is received by providers. She said it is pushing the funding for them to continue to submit data inappropriately. She said Compass is not billing and wondered if other providers should be following suit. Marsha said these clients become MINT and are no longer the responsibility of NSMHA. Michael said the MINT clients should be pulled back. Marsha said Access has been good about catching them. Discussion followed.

V. Closing of Episodes

Michael said it has been discussed and NSMHA is looking for information from providers regarding closed episodes NSMHA might have received that are no longer open for NSMHA. He said NSMHA needs additional information. Judy asked if this is for open episodes that are still open but no longer belong to NSMHA and Michael said this was correct. The group looked at the information distributed and *Marsha asked Michael for an updated report.*

VI. Request for Service Performance Indicators (PI)

Dennis distributed the handout and reviewed it with the group. Dennis mentioned that Diana Striplin came back from a meeting regarding PI. Marsha said she disagrees with Diana's interpretation. Marsha asked what the definition of "request for service" is. Marsha said a definition for "request for service" needs to be made available. Discussion followed. Marsha emphasized the handout did not have a definition and was open to interpretation. Marsha said it would be good to discuss this with other RSNs. Dennis said this is one way NSMHA is trying to improve services. More discussion followed. Marsha said for quality point a new transaction needs to be created to capture the information actually needed.

Marsha said this would be a good topic for Administrative Service Division (ASD) conference in October.

VII. Deliverables that are in the contract where the data is in the CIS

Michael said this was mentioned last month for further discussion this month. Marsha mentioned the deliverable regarding crisis beds and said it is a problem. She said it has been requested to expand and include Evaluation and Treatment (E&T) facilities. Marsha said NSMHA Information Systems (IS) has information on this and can provide information. Rebecca asked Marsha for clarification and said she would talk to Margaret about this. Michael said for crisis respite could be sent without closing date.

For the hospital side more has to be done and/or included. Marsha said there is a loop around closing date and Michael is working on this.

Judy mentioned manual reports regarding Federal Block Grant (FBG), which do not transmit. Judy wanted to put FBG at the bottom of the list and resolve the easier ones first. Judy mentioned the FTE by provider/capacity. Michael said this information does not go through IS. Judy mentioned the E&T episodes. Michael said he does not have data in time to generate report. Tera mentioned the Expanded Community Services (ECS) report.

DRAFT – Not reviewed or approved by committee

Tera mentioned crisis stats and asked where this information needs to go. Marsha said this was something required five or six years ago but does not believe it is required now. Tera said she would still do it for internal use.

Tera mentioned the Program for Assertive Community Treatment (PACT) report. She said this requires a lot of work Michael said this information does not come through IS.

Tera mentioned the Children's Hospitalization Alternative Program (CHAP) and Michael asked for a copy of the report to be sent to him via z-mail and whom the report is normally going to.

Tera mentioned the Jail report and Michael said this information comes to NSMHA and she does not need to generate report.

VIII. LOCUS – Historical Data

Tera asked if the LOCUS information is historical or over-written. Michael replied that historical records are kept in both the LOCUS and CALOCUS transactions.

IX. Draft minutes of last meeting prior to next meeting date

Michael said he will try and post the minutes from today by the end of the week.

X. Discussion and Review of Manual Reporting being Submitted to NSMHA by Agencies

Same as #7 previously discussed.

XI. Department of Health (DOH) new Mental Health (MH) license types

Tera read information she received regarding these changes. Michael said if NSMHA receives any information about this he would distribute.

XII. April reconciliation reports

Marsha said she received calls stating back up detailed information is needed with service information. Dennis said what he sent out had two worksheets with broken out information. Discussion followed. *Marsha requested Dennis re-send this information to her.*

XIII. Provider question: When multiple staff are involved in a client session, is each staff involved in the session documented in the IS?

Michael said this regards more than one staff person is present in a given session. Michael said some challenges have appeared related to some of the fidelity-based programs. Michael said for some reports that are going to need to be generated data regarding multiple staff will need to be captured. Judy said some team members are not clinicians and a way to capture that information will need to be developed. Michael said the data cannot be captured in transactions. Discussion followed.

XIV. Access to Medicaid files

Michael said decision has not been made yet.

XV. Information Systems (IS) Request for Qualifications(RFQ)

Michael said the IS RFQ was approved by the Board of Directors in March. He said a conference call was done last week to discuss issues. Discussion was done to come up with a kick off time to discuss IS issues. Tera said they would like to be included in the meeting. Michael said Quality Management and others would also be included in the meeting.

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Other Items

None were mentioned.

Open Discussion

Michael did not have open discussion due to length of regular meeting.

Meeting Adjourned

The meeting was adjourned at 2:50 pm. The next meeting will be May 20, 2008, at 1:00 in the NSMHA Conference Room.