

**NSMHA CIS WORKGROUP**  
**NSMHA Conference Room**  
**November 18, 2008**  
**1:00 P.M.**

**MINUTES**

**Present:** *Michael White*, NSMHA; *Seong Ja Garza*, Sea Mar; *Barbara Browning*, *bridgeways*; *Jennifer Whitson*, WCPC; *Jim Gaudette*, Catholic Community Services; *Natalya Prokipchik*, Sunrise Services; *Jeanne Christoferson*, Snohomish County; *Bobbi Bellusci*, Sound Data; *Judy Hamlin*, Sound Data; *Marsha Murray*, Sound Data; *Dennis Regan*, NSMHA; *Greg Long*, NSMHA; *Tera Boonstra*, Compass Health via telephone and *Rebecca Pate*, NSMHA

**1. Open the Meeting**

Michael opened the meeting at 1:05 and welcomed everyone.

**2. Call for additional agenda items**

Michael asked for any additional agenda items. Jennifer asked about a report of group hours submitted by facility with facility and hours. Michael asked how often wanted. Jennifer said she would like to see first to check what she would like to see. Michael said Dennis would create for review.

Jennifer asked about a previous report regarding data receipt and Michael said it is no longer done but

Jennifer asked about episode of care versus private etc. Where is that and when would it be available. Michael said it should be coming back around soon because there are issues regarding closing of episodes.

Jim asked about report with payment. He asked if the report could be sorted by facility. Jim said they get lump sum and he wanted to know if it could be sorted. Dennis said no. Jim said he drafts a report of expected pay and it differs from Dennis's report. Jim said if he could break down it would help.

**3. North Sound Information System Review Update**

Greg distributed a draft of the charter. He stated the report written by Jet Computer support went to Planning Committee, Advisory Board and Board of Directors (BOD). The BOD said to establish a regional information systems workgroup to study recommendations from the consultants and recommend changes to them as to if and how they could be implemented. The charter was taken to Planning and approved with one clarification. The workgroup will review the charter and clarify responsibilities. Jennifer asked who NSMHA would like as representative if not her. Greg said it would be up to the agency. Greg said the chair for this workgroup would be Anne Deacon, Whatcom County Human Services Director. Greg stated it was desired to have continuity within the group. Greg said the draft charter will be sent to CEO's and should happen soon. He added Chuck and Anne will

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work together regarding this workgroup. He said the group will look closely at #3. Tera asked what the purpose of having consumers on the committee was. Greg said it is required.

#### **4. Data Cleanup Reports – Standing Agenda Item**

Michael thanked Jennifer for testing things and the error reports are expected to go out later today. Michael said digital signatures were discussed and Tera said they are checking with their IT department before moving forward. Michael said once digital signatures are established they can go out via email but until then they will be sent out in the old way.

#### **5. NSMHA Data Dictionary**

##### **a. Recently Published Changes**

Marsha asked if all knew what was being discussed. Marsha showed the transaction diagram. She said they are pretty much ready to go but they do have a few questions. Marsha said she did not like having the “99” code because people tend to default to it. She asked if this could be taken back to the users’ group meeting for discussion. She said she would prefer a disposition code. Marsha asked if the 905 and 870 could be implemented to see if more was needed before implementing the 906. Michael said they would look at it and let them know. Marsha said the 908 has the same issues as 906. Discussion followed.

##### **b. Upcoming Changes**

Michael said Quality Specialist (QS) staff is looking for info on Less Restrictive Orders (LRO). He added QS staff reviewed data to be captured with Marsh to establish items. Michael said this should be implemented sometime in the near future.

##### **c. Discussion of what would make it useful for Providers**

Marsha said it would be helpful if there was a place to click that would print the entire report with the push on one button.

##### **d. Relationship**

This was a carry-over from a previous agenda. Nothing to discuss on this item.

#### **6. Preferred Language**

Michael said requests from QS and External Quality Review Organization (EQRO) for sending info to client in preferred language. This would be where things sent out to clients would be done in the language of preference. Michael said this has been implemented and is currently being done.

#### **7. Spend downs on authorizations**

Michael said to identify if a consumer is on spend down so QS staff will be able to identify a consumer is on spend down. Michael said by doing this identification it could help eliminate phone calls. Judy said re-auths are automatically generated and she does not know how this can be incorporated in re-auths. The group consensus was that elimination of phone calls is virtually impossible. Marsha said they could look at looping through to see if person is on spend down. Judy said when 180 is done it could possibly be done at this time. Marsha said she would take to users group meeting for discussion Thursday. Marsha said it Michael could provide magnitude of effect it would be helpful.

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Greg said the rule now is if person goes on spend down NSMHA will pay for services for one year. If not off spend down by that point, NSMHA would like services terminated and/or arrange for services elsewhere. He added NSMHA would allow a little time for implementation. Greg said wording was put in where agency could come back and request and exception. Greg said Cindy Ainsley, Quality Manager, would be the POC for information.

#### **8. Other Items**

Michael asked if anyone has reviewed the budget. He said data captured is by county of residence. He said to be able to apply budgetary information to the appropriate county this needs to be accurate. Michael said in order to implement things on the NSMHA side we would need to know the main address for Snohomish, Skagit, Island, Whatcom and San Juan. Marsha said specific street address for each agency is already in the program and this could be done established so that NSMHA receives this information. Marsha said this change could be done fairly quickly.

Judy said if data clean up was going out this afternoon could agencies please send out their 7105 ASAP.

#### **9. Open Discussion**

Nothing mentioned.

#### **10. Next Meeting**

The meeting was adjourned at 2.55 pm. The next meeting will be December 16, 2008 from 1-3.