

CMHAMM IS Work Group Meeting Minutes 8/20/03

Present: CEI – Joanne Holland, Chuck Dougherty, John Hill
Ionia – Lori Richardson Manistee-Benzie – Not present
Gratiot – Scott Overfield Newaygo – Randy Betts, Debbie Cline

1. Data Integrity Workgroup – Chuck Dougherty indicated the Data Integrity work group has reviewed the upcoming version of the DCH crosswalk attempting to identify issues. Newaygo distributed a copy of an August 11th DCH Bulletin, which provides a crosswalk for Children’s Waiver Service codes. The crosswalk for all services has not yet been published on the DCH website, but should be coming out soon. DCH will be at the 9/26 QI/IS conference in Gaylord for discussion with all Boards. The workgroup is concerned about the lack of time to prepare for implementation by October 1st.
2. 837 Professional and Institutional Status – All Boards are current with their 837 Professional submissions through the month of July. CEI is working on submitting the November 2002 data files to DCH. Roger Thomas is continuing to work with each board and CEI on testing the institutional format. Discussion ensued on whether a group contract would be more beneficial verse the individual board contracts currently in place.
3. Handling Duplicate Consumers – The process for handling duplicate consumers was reviewed and will be handled as follows:
 1. Beginning 10/1/03 the Combine File process will check for duplicate SSN, MCIDNO and/or DOB comparison (7 out of 8 digit match) to determine if a consumer is a potential duplicate.
 2. After the five files are combined the error report will list the potential duplicates.
 3. The files will be reviewed to determine which board provided the first service. That board will then become the reporting board for the remainder of the fiscal year.
 4. The unique consumer identifier to be used and to be converted will be entered into a table. This table will be used by both the QI and Encounter process to convert the CMHSPID and the CMHID.
 5. Each month CEI will run the error report on the combined files to identify any new duplicates.
4. IS Work Group Goals – At the affiliate retreat goals were identified for the IS workgroup (the goals are listed on the agenda). The group agreed they were reasonable therefore Chuck Dougherty will send them to Debbie Heinze for inclusion in the affiliation documentation.
5. Echo Status – Echo has placed two full-time developers on the changes identified in the contract and are still indicating delivery of the updated software in December. CEI is taking the opportunity to test in more detail and are also working on reporting and upgrading. The implementation date for February is still on target.

6. Due to the recent number of meeting cancellations the group discussed changing to one per month. It was determined to keep the two meetings scheduled and continue to provide at least one-day notice for cancellations.

Next Meeting September 3rd, 10:00 – 12:00 at Ionia CMH

Joanne Holland
CEI Business Analyst