

CMHAMM IS Work Group

Meeting Minutes 11/26/03

CEI – Joanne Holland, Chuck Dougherty, John Hill, Tracey Partridge
Gratiot – Scott Overfield Manistee-Benzie – Deona Jeruzal
Ionia – Lori Richardson, Andy Igel Newaygo – Randy Betts, Debbie Cline

1. 837 Professional and Institutional FY0203 – CEI requested the final submission for the FY0203 encounters by 12/15/03. Boards are still working with Roger Thomas on the FY03/04 and should have encounter data within the next two weeks.
2. Handling 837 Dental – John Hill has sent contact information for each Board to Phil at Netwerkes and is waiting for a response. John will be working with Phil to determine what needs to be setup and how in order to produce the dental claims.
3. Use of DSMIV vs. ICD-9 – During initial Echo decision making meetings it was determined that clinical staff at CEI, Gratiot and Ionia would need to enter the DSM-IV diagnosis into CDT. As we are moving closer to implementation CEI wants to clarify this point and confirm that each board is mindful of this when completing their setup.
4. IS Items from Retreat – The group discussed how to handle requests for IS assistance from work groups and affiliates. The following model was decided upon.
 - a. A member of the workgroup desiring the service should contact their member of the IS workgroup.
 - b. The IS workgroup member will briefly describe the request to all IS workgroup members.
 - c. The IS workgroup shall identify someone to attend the requesting workgroup's meeting. A contact person for the request will need to be identified at the meeting. The IS Workgroup representative will write up the request and any other pertinent information. It will be presented to the IS workgroup to develop the specifications, including cost, a suggestion of which board will perform the work, etc.
 - d. This information will be relayed to the requesting workgroup chair by the chair of the IS Workgroup.
 - e. If the workgroup wishes to go ahead with the proposal, he/she shall contact the chair of the IS Workgroup to finalize arrangements.
5. Identifying HSW consumers – Each Board reviewed how their data systems are identifying Habilitation Support Waiver consumers. Since the DCH identified services are HSW and Alternative Services, it is critical that the HSW status at the time a service is delivered is accurate.
6. Video Conferencing Proposal Update – CEI has accepted the proposal presented by Manistee-Benzie to utilize the video conferencing equipment. MB will bear the cost the first year and CEI will split the cost each year thereafter. CEI is waiting for a written confirmation from Manistee-Benzie on the arrangement before proceeding with equipment setup.
7. Echo Peer-to-Peer Conference Report – Chuck Dougherty attended the Echo conference in Boston and provided an overview of the topics to the work group. There was some useful information on Citrix and interesting new technology. Echo also presented a list

of updates currently being made to the CDT and RM software. The list was primarily the customizations requested by CEI.

8. Vendors for Hardware Purchases – Manistee-Benzie is getting ready to make some hardware purchases and was looking for input on vendors. Andy Igel will send the list of vendors they use via email after the meeting. Vendors used by other boards include CDW, EDS and Dell.
9. Document Imaging – Manistee-Benzie is in the process of researching document imaging software. Newwaygo received a bid recently for imaging on closed files, but the cost was prohibitive at \$150,000. MB is looking at current and closed files with a vendor who has forms that dump data into Echo. One of the goals of the work group is to remain consistent with new technologies in order to ensure the affiliation is moving in the same direction. The work group requested to see a sample of the forms being proposed to MB at the next meeting.
10. Technical Training – Newwaygo is looking into technical training for SQL administration and wondering if other boards have used New Horizons. Several boards have cut the training budget and/or are not in need of training currently. CEI has attended the SQL training and found it useful. Randy Betts will email New Horizons to obtain information on how to cut training class costs.
11. CDT Training for Ionia – Andy Igel asked when training would be provided to Ionia staff. Chuck Dougherty indicated whenever they were ready. It was determined the training would occur some time in January after the holidays. CEI will provide an informal DBA training for both Gratiot and Ionia in December, which John Hill will coordinate.

The next meeting is January 7th from 10:00 – 12:00 at CEI.

Joanne Holland
CEI Business Analyst