

CMHAMM IS Work Group

Meeting Minutes 6/23/04

CEI – Joanne Holland, Chuck Dougherty
Manistee-Benzie – Brenda Monk (via conference call)
Gratiot – Scott Overfield

Newaygo – Randy Betts
Ionia – Lori Richardson

1. Encounter Reporting Issues

How validation of 837 Tool is occurring

Boards are comparing the 837 Tool with data in the Client Software and several monthly submissions to determine if there are any errors. Each Board has a different version of the 837 Tool. The base program is the same, but some have paid for additional features. Currently Manistee-Benzie and Newaygo are experiencing problems with encounters being included that have an insufficient duration. Ionia and Gratiot have not had this problem. It was asked they create a test consumer with a short duration and then run the 837 process to verify that consumer is not being extracted.

Data Checks to Perform

The group developed a list of checks to perform on the 837 Professional and Institutional files prior to submission to CEI. The list will be entered into a spreadsheet for Boards to use as they process data each month. The date the check was performed and the person performing the check will be listed. Some of the checks require an update to the 837 reader tool developed by CEI. These include, calculating the number of units for each activity code per month and the number of clients. Also a check on the reporting period date to determine if any previous months data contained within the file is out of normal range.

Handling the missing QI

Prior to submission of the encounter data, boards will ensure that the QI file has every consumer that is in the encounter file. The 837 reader tool will be updated to allow an export of a list of ConIDs that can be used for the comparison to the QI file. If CEI finds missing consumers after the file is processed. The board(s) will be notified to resubmit the entire QI file with the missing consumer(s) included. The QI file name should include the mmddyy at the end, in order to keep track of the most recent QI submission.

Handling bad Encounters

CEI advised the affiliates to begin looking at capabilities for voiding and replacing bad encounter records. CEI will create a schedule for the development of a data warehouse. This schedule will be given to the affiliates so the time frame for completion of the capability is clear.

Using CPT codes not in the DCH Crosswalk

Affiliates will send CEI a list of any codes their agency is using that are not on the crosswalk, along with a reason why they wish to use the code. CEI will send these codes to DCH for approval to use the code. Once DCH approves the codes, they can be included in the encounter data file.

2. Report Timeliness Indicator

The Report Timeliness indicator will be updated to use the date received of a good data file. Criteria for a good data file will be developed. CEI will determine the appropriate amount of time needed to process a file so that a fair time frame can be developed for turn around. The group agreed to continue under the current practice of the date the first file is sent to CEI for the remainder of this fiscal year. Changes to the indicator will be discussed at the September meeting.

3. Handling 837 Dental Claims

Boards will be responsible for creating an 837 Dental. This file will then be submitted to CEI. CEI will update the necessary information in the file, e.g. provider ID and submit it to DCH.

4. Meeting Cancellations

The work group agreed to continue the practice of at least one days notice for a cancellation. Preferably by noon the previous day. If the meeting is not canceled, a representative from each Board must be present at the meeting.

5. Software List

A list of software used by each board was given in order to develop a proposal for Core Group for standardizing across the affiliation. The categories to be included are billing, client data and clinical systems, document imaging, general ledger and financial, payroll, human resources, office suite, PC, virus scan/security, network operating systems, reporting tools and Email. The list of items for each affiliate will be put into a spreadsheet for review at the next workgroup meeting.

Next Meeting – July 28th, 10:00 – 12:00 at Gratiot CMH

Joanne Holland
CEI Business Analyst