

Present (please check) Please circle note-taker				CMHAMM Work Group Meeting Minutes DATE: 7/26/05 LOCATION: CEI WORK GROUP NAME: Information Services	cc: Team members Chuck Dougherty Joanne Holland Scott Overfield Heather Betts Andy Igel Lori Richardson Brenda Monk Deborah Cline Randy Betts John Sytek
X	Joanne (notes) Chuck D.	X	Debbie Cline		
X	Scott O. John S.	X	Brenda Monk		
X	Lori R. Andy I.	X			
Guests:					
X	Susan Kilgore				Page # <u> 1 </u> of <u> 2 </u>
Topics Discussed				Discussion/Decisions	Action/Responsible Party
Encounters: Status Frequency of Replacement files				Status: MB, Newaygo and Ionia affiliate data through June has been submitted to DCH. Gratiot June Data has not been received by CEI. CEI has submitted data through April to DCH. Newaygo has determined they will send one replacement file at the end of the year. Manistee-Benzie will send a replacement file at the 6 months and at the end of the year to coincide with the sub-element reporting. Gratiot will follow a similar schedule, however both Ionia and Gratiot replacement files will be handled automatically with Echo.	
IS QI Indicators				The Performance Monitoring committee indicated that the workgroups could determine what indicators are relevant and valid, i.e. we are not required to continue with the original three indicators. The group determined that Report Timeliness still needs to be monitored and there was some discussion on what aspect of timeliness. No decision was reached and everyone agreed to bring ideas back to the next meeting. A revised indicator should be finalized by the beginning of next FY. The group agreed to discontinue tracking New User Orientation within 30 days and Client Data System Availability effective the third quarter. Joanne Holland will work with Lynn Henley to revise the graphs used to track affiliation indicators.	
Encounters – PIHP verse DCH Error Files				There has been some confusion over which error files to load into affiliate client software. The PIHP .err files should be loaded into the software to maintain a status of each service submitted to the PIHP. Per previous discussion and agreement the DCH .pdf error reports are sent to affiliates only when a DCH level rejection is received. The DCH error files are not sent, as they should not be loaded into client software. The capability to load DCH responses will be provided at a later date. CEI does not have all of the information needed to build in all of the validation the DCH performs. When a DCH rejection report is received the claim number and error data will be listed. The .pdf report file name contains the batch number for the rejection. The affiliate will need to load this batch into the 837 Reader and use the Search to locate the claim number and/or error data in order to identify the consumer and service needing correction.	
New DCH Code Crosswalk				DCH has distributed a new code crosswalk that will involve some analysis by each affiliate on how to enter and report data accurately. These situations were discussed to ensure everyone is aware of the changes and issues.	

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QI File	DCH is now requiring that minimum wage information be reported in the QI file. They have not provided any information on the format of the file or what data they will be requesting. Once that has been determined each board will need to update their QI file.	
Newaygo – PDA Pilot Project	Newaygo is working with Echo to develop the capability for clinicians to complete their progress notes in the field using a PDA. There are several questions and prompts that the clinician will respond to on the PDA. The PDA will have the capability to create the activity and progress note in CDT. The user will need to make any changes and additions as necessary in CDT. Newaygo will continue to keep the group updated on this project.	
Affiliation Oversight	CEI is developing a tool to be used for affiliation oversight activities. The tool will contain elements such as DCH requirements, ISCAT recommendations and requirements and HIPAA security. A review schedule will be developed once the tool has been completed.	