

Present (please check) • by note-taker				CMHAMM		cc: Team members Chuck Dougherty Joanne Holland Scott Overfield Lori Richardson Brenda Monk Deborah Cline Randy Betts James Scheide Katherine VanZwoll Fred Feiger					
X	Chuck D*	X	S. Kilgore	Work Group Meeting Minutes DATE: 12/22/10 LOCATION: Video/Phone conference WORK GROUP NAME: Information Services				Page # <u> 1 </u> of <u> 1 </u>			
X	John H	X	D. Cline								
		X	R. Betts								
X	Scott O.	X	Brenda M								
X	James S	X	Fred F								
X	Lori R.										
Guests:											
Topics Discussed				Discussion/Decisions				Action/Responsible Party			
Creation of FTP Site				Newaygo suggested the current process of sending encrypted email for submission of QI and Encounter files be changed to a secure FTP process. Discussion ensued. Some felt that the current system was working fine, but others thought an FTP site could be easier. Chuck said that previously the FTP process hasn't worked too well at the PIHP due to firewall issues. Randy indicated that the rules were fairly simple, with a little more prep time there shouldn't be problems. Chuck (representing the PIHP) expressed a willingness to switch to an FTP process. To do so, he indicated that everybody would need to switch so that there aren't multiple methods for submission. There was consensus to do so.				Chuck will check with others at CEI to see what the problems were, and if these problems can be overcome.			
Submission of QI and Encounter Files				CEI mentioned that the latest reporting requirements were mailed to CEI on 12/21 and forwarded to Affiliates. These requirements are apparently final. The QI requirements which had previously been in flux are now final. Each Affiliate would need to program its systems to handle this. He wasn't sure when the cut-over would be, either for MDCH or for CEI. Perhaps April. Affiliates should continue to submit the QI file in the current format until notified otherwise by CEI.				Each CMHSP to work on beginning to collect new QI data and reprogramming their QI systems to meet new requirements. CEI will work on reprogramming the PIHP QI system to meet requirements.			
Incidents Reporting				The group discussed the new incidents warehouse. Affiliates indicated they need training to use this system, and that Paul Duff (CEI QI) would be providing it.							
Document Imaging – FileBound				CEI brought up the issue that they've been dissatisfied with the FileBound document imaging system for two reasons: 1) Gives to many separate systems to manage, 2) Slower than necessary. CEI indicated that they may want to integrate images into the Clinical Forms System. Much discussion ensued. Newaygo indicated that they've had no speed problems. Ionia indicated they'd had no particular problems, although they preferred the idea of an integrated system. Lori indicated that if FileBound is replaced it would bring up questions of why it was purchased in the first place. Chuck indicated that images could be ported to a new system, and that because licensing was per image, per year, that limited the down side of changing systems. No decisions were made.							
Potential Replacement of Echo Software				The group discussed the fact that the Echo replacement project was moving slowly, and decided to get together in person in Mount Pleasant on Wednesday Feb 23 rd , from 10 AM to 3 PM. Everybody reserved the time and indicated they could be there.				Susan and Debbie will find a place to meet, possibly the convention center.			