

Present (please check) • by note-taker				CMHAMM Work Group Meeting Minutes DATE: 1/26/11 LOCATION: Video/Phone conference WORK GROUP NAME: Information Services	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						
X	Katherine	X	D. Cline						
X	Joanne*	X	R. Betts						
X	Scott O.	X	Brenda M						
X	James S	X	Fred F						
X	Joe								
X	Lori R.								
Guests: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									Page # <u> 1 </u> of <u> 2 </u>
Topics Discussed				Discussion/Decisions	Action/Responsible Party				
Potential Replacement of Echo Software – Mt. Pleasant meeting				<p>MB – CEO indicated that MB would not be attending. Ionia – may also be questionable.</p> <p>The Affiliation CEO Group requested we pursue software evaluation for possible replacement of Echo, now it appears there has been some change in this decision at some boards. Chuck will determine if all CEOs are on the same page and if this item should still be pursued.</p> <p>If all attend there will be 14 people total Time : 10:00am – 3:00pm, working lunch</p> <p>Decided on Comfort Inn – Get lunch from Bennigans or order from Comfort Inn menu</p> <p>Bring laptop to develop document so it can be displayed for all to be able to read.</p> <p>Items to address:</p> <p>What we want to look for in a system Identify what we are not getting currently. Requirements – categorize into “needs” and “wants” EHR and meaningful use requirements Identify features we have currently that we don’t want to lose</p> <p>Potential billing features that are needed. Since billing is so specialized that only general billing categories could be developed, e.g. produce an 835 etc, scheduling.</p> <p>Comparison of each board’s system to the requirements and do a preliminary gap analysis.</p> <p>Models for incorporating physical health. How far should we go into the physical health arena</p> <p>Brainstorming on the steps of the process, i.e. how to proceed</p> <p>Do we have to replace everything, document imaging, clinical system etc? Need to ensure as many features as possible are included to minimize the number of applications that make up the EHR.</p> <p>A recommendation was made to come to the meeting with a prepared list of items that address the areas above to save time.</p>					

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FTP Site				<p>Have different folders for exchanging information, e.g. a folder for IS, an affiliation folder.</p> <p>Files need to be encrypted so that boards cannot open files submitted by other boards. Security concerns if multiple staff have rights to the same folder and the potential for downloading the incorrect file. Folder structure should provide some protection.</p> <p>FTP does require client installed on the PC or in a thin client environment, but does not require key management.</p> <p>Security should be applied to each folder. Newaygo will come up with a plan and present at a future meeting.</p> <p>Will have someone test the system to ensure no issues are present.</p>					
QI Reporting				<p>Each board is working on developing the screens or mechanisms to collect the new data. When DCH gives the okay to begin submitting the data, boards will need to be ready to send it to the PIHP. Current date for submission is April 1st, but this is dependent on DIT's ability to update their warehouse to accept the changes. Most boards feel they will not be ready to submit by April 1st, but are working towards it. It is unlikely that DIT will be ready.</p>					