

Present (please check) • by note-taker				<b>CMHAMM</b>  Work Group Meeting Minutes  DATE: 3/23/11 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	Joe		
X	Scott O.	X	Brenda M		
X	Joe	X	Fred F		
X	Lori R.				
Guests: <input type="checkbox"/> <input type="checkbox"/>					Page # <u>  1  </u> of <u>  2  </u>
Topics Discussed				Discussion/Decisions	Action/Responsible Party
QI Reporting Changes  PIHP Status  Audit Tool Status				<p>CEI is in the process of updating the QI reporting file. The Audit Tool has been updated, but not tested. Once the QI report file is complete, the Audit Tool can be tested. CEI is on track to have all file creation and audit tool updates done by April 1<sup>st</sup>. Affiliates will be notified of any changes to this time line.</p> <p>The PIHP will not be accepting the new file formats until DCH has given the okay to submit to the State warehouse. As soon as DCH gives the okay affiliates will be notified.</p>	
FTP Site				<p>IS and QI folder are set up on a web based FTP site. Currently working on the security for the folders. Have done some testing with CEI staff.</p> <p>Chuck reiterated that we need different folders for exchanging information, e.g. a folder for IS, QI and an affiliation folder. Security should be applied to each folder.</p> <p>A general folder (not board specific) needs to be set up so that the PIHP can post new versions in one place for the 837 Reader, Audit Tool and other files of type .exe, .msi, .zip.</p> <p>Board specific folders are needed for documents containing PHI.</p> <p>Newaygo will send out a list of the proposed folder structure. This list should be set and not changed unless the work group agrees upon a new folder structure.</p> <p>Each board will discuss and notify Newaygo on whether they would like to use generic logins verse specific user names. If specific users, the board will need to send the list of names to Joe at Newaygo.</p>	
Video Conference Update				<p>The Video Conference group has seen a demo of Nefsis, a demo is scheduled for tomorrow with Webex and March 31<sup>st</sup> with Adobe Connect. So far the web based systems seem to operate fairly smooth.</p> <p>Once demos are wrapped up a cost comparison will be put together and a decision made. The process is expected to move fairly quickly.</p>	
Echo Software Review				<p>Chuck will put together a basic criteria document to be used as a pre-screening tool.</p> <p>The process would be to compile a list of vendors, send out</p>	

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				<p>the basic criteria/RFI and do a screening process to determine who to bring in for a demonstration. Prior to the demonstration could contact vendors and do some pre-screening interviews.</p> <p>Some items for a Reimbursement system include flexible billing cycles, track the ability to pay for an individual and a family, have a waterfall process. Brenda and Lori agreed to add some more detail into Chuck's basic criteria document.</p> <p>Ionia will look into whether they can host the demos at their site since it is a central location.</p>	