

Present (please check) • by note-taker				<b>CMHAMM</b>		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: 4/27/11 LOCATION: Video/Phone conference WORK GROUP NAME: Information Services				Page # <u>  1  </u> of <u>  2  </u>
X	Katherine	X	D. Cline					
X	Joanne*	X	Randy B.					
X	Scott O.	X	Brenda M					
X	Joe W.		Fred F					
X	James S.							
X	Lori R.							
Guests:								
Topics Discussed				Discussion/Decisions				Action/Responsible Party
Review Draft RFI				The billing items from Brenda and Lori will be incorporated into the RFI. Brenda also requested a requirement for having an auditing process and appropriate security measures in place for HIPAA and HiTech regulations. The software should also have the ability to send encounters with or without coordination of benefit information. Final RFI will be sent to affiliates before sending to vendors.				Lori - email billing items to group
Develop process for determining who will receive the RFI				CEI will develop a list of vendors from prior discussions and email to the group for confirmation.				Joanne - email list of vendors to everyone
Zix Email Encryption				CEI will be purchasing Zix software to be able to send PHI to external entities, like families and providers. The group is willing to try out the portal for the submission of affiliation Encounter/QI data. This may be a simpler solution than Newwaygo hosting an FTP site.				
DCH QI Audit Tool				The QI Audit tool has been updated to meet the new DCH file format requirements. Katherine will be sending out the new .msi.				
5010 Testing				<p>Steve Grulke at CEI has been testing with DCH and is waiting on answers to some important questions regarding the 5010 requirements. MB will hold off on any testing or updating until CEI has received a response to these questions.</p> <p>Coordination of Benefit (COB) reporting is required in the new 5010 format. Jeff Labun, Affiliation Accountant is on a DCH work group discussing the COB. This is a huge change for all boards and we are trying to avoid having to do this. Jeff will keep us posted on the status of this item.</p> <p>There was also some discussion on the change to ICD 10 in the new 5010 format effective 1/1/12. This will impact the cross-walk from DSM IV and ICD 9. Brenda has not seen a finalized crosswalk, but will send any information she has electronically to the group.</p>				
New QI Format				The submission due on May 17 <sup>th</sup> will need to be in the new DCH format. Roger should be completed with the process in the next couple of weeks. Gratiot, Ionia and CEI are able to submit in the new format currently. MB and Newwaygo will submit their data when the new format is implemented at their sites. A note will be added to the PIHP data timeliness spreadsheet indicating the change over to the new format as a reason for any late data in May.				

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Incident System				DCH is requesting to know if a consumer injury occurred during the application of physical management. This will probably be a mid-year change for incident reporting. Chuck will send out more details as soon as he has them.	

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