

CMHAMM

Work Group Meeting Minutes

<p>WORK GROUP NAME: <u>Finance</u></p> <p>LOCATION OF MEETING: <u>NEFSIS</u></p> <p>DATE: <u>01-18-12</u></p>	<p>PRESENT AT MEETING: (please identify the note-taker*)</p> <p>Dan Beckmann (Ionia)</p> <p>Steve Vernon (Gratiot)</p> <p>Pam Keyes (CEI)</p> <p>Jeff Labun (CEI)</p> <p>Carol Mills (Newaygo)</p> <p>*Donna Nieman (Centra Wellness)</p>	<p>cc: Work Group Members (list names of members and CMHSP they represent)</p> <p>Dan Beckmann (Ionia)</p> <p>Steve Vernon (Gratiot)</p> <p>Pam Keyes (CEI)</p> <p>Jeff Labun (CEI)</p> <p>Carol Mills (Newaygo)</p> <p>Donna Nieman (Centra Wellness)</p>
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<p>Topics Discussed (identify the workgroup charge being discussed)</p>	<p>Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)</p>	<p>Action To Be Taken/Responsible Party To Complete Action:</p>	<p>Due Date of Action:</p>	<p>Status (identify if charge is completed, in progress or if there are barriers to completing)</p>
<p>Affiliation Procedures Review</p>	<p>The meeting was called to order by Donna at 1:35 P.M.</p> <p>Procedure 7.0</p> <p>Procedure 7.3</p> <p>Procedure 7.5</p>	<p>Group reviewed and approved with no modifications</p> <p>Group reviewed and approved with wording to include ABW</p> <p>Group reviewed and approved with no modifications</p>		<p>Complete</p> <p>Complete</p> <p>Complete</p>

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Administrative Cost Report	<p>Procedure 7.4</p> <p>Discussed changes to the Administrative Cost report. Compared differences in categories by affiliate members. Also discussed PIHP admin allocation.</p>	<p>Group reviewed and agreed on modifications for HAB waiver payments subsequent to client death.</p> <p>Final forms will be distributed by DCH shortly. Finance group will review final reports at next meeting. Reports are due to DCH by 2/28/12.</p>	<p>Next meeting: February 15 1:00 P.M.</p>	<p>Will forward to CEOs for approval.</p>
EMR RFP	<p>Donna gave update on the status of the IS committee's progress on the RFP for EMR.</p>	<p>IS Committee is meeting next week to discuss RFP status and begin selection and scheduling vendor demonstrations. Donna will attend meeting and update CFO group.</p>	<p>Next meeting: February 15 1:00 P.M.</p>	<p>Pending</p>
IPLT Grant	<p>Discussed IPLT grant and billing procedures. Drop Ins are contracting directly with CEI. Affiliates will submit status reports and billing quarterly.</p>			

Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (identify if charge is completed, in progress or if there are barriers to completing)
<p>Cost of Service Requirement</p> <p>1st Quarter Trending</p> <p>Adjournment</p>	<p>Discussed the cost of service requirement. Waiting for further guidelines from DCH on what is required before implementation.</p> <p>First quarter trending reports will be presented at next CEO/CFO meeting</p>		<p>Next meeting: February 16 8:30 A.M.</p>	<p>Pending</p>