

Date: December 19, 2018

ITC Attendees

- MSHN - Forest Goodrich
 - Bay – Brett Kish
 - CEI – Joanne Holland
 - Central – Brian McNeill
 - Gratiot – Alec Keck
 - Huron - Shannon Wichert
 - Lifeways - Alexis Shapiro
 - Montcalm - Bill Mason
 - Newaygo - Jay Hollinger
 - Saginaw – Steve DeLong
 - Shiawassee - Doug Meylan
 - Right Door - Lori Richardson
 - Tuscola - Tammy Smith
- Guests**
- MSHN – Shyam Marar
 - MSHN - Joe Wager
 - MSHN – Linda Proper
 - Central – Jane Cole
 - Lifeways – Holly Paige
 - Newaygo – Jill McKay
 - Right Door – Nathan Derusha

KEY DISCUSSION TOPICS

- Approval of snapshot from November 2018
- File submission reports
- MDHHS notes for hospital NPI encounter process for HRA payment
- Information Technology Site Review materials approved
- MiHIN ACRS blackout during holidays
- REMI maintenance and downtime during holidays
- FY18 goal review and FY19 ITC charter
- REMI QI, BH-TEDS, Encounter reporting
- MDHHS hospital NPI erroneous report
- LARA license encounter rejection process
- Authorization data file for FY18 (278 Ops Council item)
- Other
 - Gratiot item regarding BH-TEDS and M records
 - MDHHS consent status
 - Encounter timeliness report and adjudication dates
 - Parity memo and identifying leads

✓ KEY DECISIONS

- November 21 minutes approved. Any changes, please send to jennifer.mccoy@midstatehealthnetwork.org
- Please review volume and timeliness submission reports in BOX in early January ITC members.
- Forest posted a memo from Jackie Sproat explaining what is expected with the erroneous records report that MDHHS is sending us monthly. Encounters must be voided and re-submitted when the hospital has registered their NPI in CHAMPS, or they submit a corrected NPI.
- Forest reported that no feedback was provided for Site Review materials for the IT section of the review so those drafts are now final and will be used beginning in January with Gratiot’s review.
- A notice from MiHIN regarding their blackout time period during the holidays was posted in BOX for review. ADTs will continue to be received and routed, however, no new ACRS files can be posted until January.
- A notice from PCE Systems regarding REMI maintenance time period was posted in BOX for review. REMI will not be available during those times.

- Forest posted a review of the goals for FY18 and a draft version of the FY19 charter for ITC member review. More discussion in January at the ITC meeting.
- Shyam reported that file submissions for BH-TEDS, QI and Encounter files have been received and processed to close out FY18 and first quarter FY19. There were no reported issues.
- MDHHS hospital NPI erroneous report for December was posted in BOX for ITC members to review and attempt to address with the hospitals affected. Doug talked about how involved they need to get with the hospital process for registering in CHAMPS. Forest identified that there can only be two reasons why those records show up, either they are not registered or the hospital reported the wrong NPI. A determination of the issue should be made so that ITC members can be prepared to re-submit the encounters when the hospital notifies or if the CMHSP billing staff verify it is in CHAMPS.
- Forest shared that the change from information only error to reject error for LARA license on required encounters will begin on 2/1/2019 to provide sufficient time for Finance Council to be informed.
- Forest provided an export file sample from REMI of authorization data as an example for ITC discussion. He indicated that the last two or three columns were not necessary but that this is a good place to start based on Operations Council approval. This has been referred to as “278 file processing”. The request is for each ITC member to produce an export file for FY2018 authorizations. Joanne reminded that this should be for acute care service only. This is the first set of ranges that UM will work with for the Parity project. Alexis volunteered to go back and run any authorization reports that can be generated using their PCE EMR. Brian reported that he has a script already developed that comes close to providing CMHCM with this type of data from their EMR replica. He is willing to go back and re-tool the script so that it produces the same fields of data for the template from REMI. Both will provide an update about results at the ITC meeting in January.
- Alec spoke to ITC members about reporting BH-TEDS when there is an open M record and the person has an inpatient stay. He asked the group for feedback about how they report it. Consensus from the ITC members is that they leave the M record open and represent the inpatient encounters as occurring during that MH admission.
- Alexis asked if we had an update on MDHHS consent being required and current version. Forest shared the MDHHS link to [Michigan.gov\bhconsent](http://Michigan.gov/bhconsent) and will review the contract and forward the specific language section for consent.
- Shyam will contact PCE Systems and forward the logic to ITC members regarding how the adjudication date is calculated on the timeliness report in REMI.
- Forest updated on Parity project that Amanda sent out communication to Operations Council asking for leads to be identified because a workgroup will start in January, along with a training plan and dates. Joanne shared that CEI leadership met and determined that they would appoint a QI or Compliance person as their lead because of way the parity process will work in the region as a retrospective review. There was some discussion on how the integration process might work.

✓ **ACTION/INPUT REQUIRED**

- ITC members will review the volume and timeliness reports in BOX, in early January, as these should be reflective of all activity for FY18.
- ITC members will review the FY18 goal review document and provide feedback. They will also review the draft FY19 charter and be prepared to discuss at January ITC meeting.

	<ul style="list-style-type: none"> • ITC members will review MDHHS hospital NPI erroneous report for December and take action to correct encounters. • Alexis will review standard authorization reports in Lifeways EMR to see if any closely match the template provided from REMI authorization report. She will bring feedback to January ITC meeting. • Brian will check a script that he has developed at CMHCM to see if it can easily be modified to produce authorization data from a PCE backup database to match the REMI version. He will bring the results back to ITC meeting in January. • Forest will send out FY19 MDHHS amendment 1 contract language for consent to ITC members. • Shyam will contact PCE Systems and obtain the logic for timeliness report in REMI. He will distribute the logic to ITC members prior to the January ITC meeting. • Forest will provide a complete list of acute care CPT codes for ITC to use when extracting authorization records.
<p>✓ KEY DATA POINTS/DATES</p>	<ul style="list-style-type: none"> • Data Analytics Workgroup – January 8, 2019 1-3pm Gratiot Alma • ITC Meeting: January 16, 2019 1pm–3pm CEI Lansing • CIO Forum: January 25, 2019 11am–1pm CMHAM