

**Date: October 18, 2017**

- ☒ MSHN - Forest Goodrich
- ☐ MSHN - Shyam Marar
- ☒ MSHN - Joe Wager
- ☒ MSHN - Linda Proper
- ☒ MSHN - Jennifer McCoy
- ☒ Bay - Brett Kish
- ☒ CEI - Joanne Holland
- ☐ CEI - Steve Grulke
- ☒ Central - Brian McNeill
- ☒ Central - Jane Cole
- ☒ Central - Kevin Faught
- ☒ Gratiot - Ginger Benbow
- ☐ Gratiot - Alec Keck
- ☒ Huron - Shannon Wichert
- ☒ Lifeways - Alexis Shapiro
- ☐ Lifeways - Amon Hodge
- ☒ Montcalm - Bill Mason
- ☒ Newaygo - Jill McKay
- ☒ Newaygo - Jay Hollinger
- ☒ Saginaw - Steve Delong
- ☐ Saginaw - Dave Dunham
- ☒ Shiawassee - Doug Meylan
- ☒ The Right Door - Lori Richardson
- ☒ Tuscola - Tammy Smith

**KEY DISCUSSION TOPICS**

- Approval of snapshot from September 2017
- Balanced Scorecard reports
- MDHHS contract amendment #1
- Statewide consent use contract language
- MSSV file submission overlapping years
- QI, BH-TEDS, Encounter reporting status
- BH-TEDS missing/present report
- LOCUS files posted
- Breach policy and procedure
- ITC goals annual review
- Managed Care Information System update
- Generating an ACRS file

**✓ KEY DECISIONS**

- September 20 minutes approved. Any changes, please send to [jennifer.mccoy@midstatehealthnetwork.org](mailto:jennifer.mccoy@midstatehealthnetwork.org)
- Joe W. reported that Balanced Scorecard reports will be updated and ready to review again next month.
- Forest posted the MDHHS contract amendment #1 document out on BOX for ITC members to review. Specific reference was made to section 7.7.1.1 and the two changes for FY18 for reporting. ITC has reviewed these two changes for the last 2 monthly meetings. Making disability designation a required field in the QI file, and reporting the LARA license ID on encounters.
- Forest pointed to the contract language regarding the use of the BH-consent and posted a policy approved by Ops Council concerning the consent use and required acceptance. Electronic consent issues are still being addressed by MDHHS.
- Doug had asked if multiple years of MSSV records could be submitted in the same file. Joanne confirmed that this is acceptable and there shouldn't be any errors caused by doing so.

	<ul style="list-style-type: none"> <li>• Joanne talked about the late file submission process for FY17 and standard submissions for FY18. 12/11/2017 is the cutoff to make sure the transactions get into MDHHS prior to 12/31/2017. This led to a discussion about cutoff for MCIS and Forest deferred until later on the agenda when MCIS update is covered.</li> <li>• Forest wanted to make sure to identify to ITC members that there is a report on the MSHN reporting portal for seeing the percentage of records missing BH-TEDS compared with encounters reported. Just making sure that ITC members can explain what is the cause for not being able to report a BH-TEDS record as it is an MDHHS requirement.</li> <li>• Forest asked ITC members if they were able to get the LOCUS files posted in a secure location on BOX. Discussion was that some waited to provide a list of staff that need access to do this function. Forest requested if it is not going to be the ITC member, please send an email to him with the name, email address and title of the persons.</li> <li>• Forest presented a draft of the MSHN breach policy for review and comment. Feedback was requested in two weeks so that it could go on for review. Some questions were brought up by Steve D. Forest wanted to share them and the answers with ITC members so they will be posted in BOX.</li> <li>• Forest posted the FY17 charter goals for review and feedback as this is needed by all councils as a part of the QAPIP. He talked about the need to keep the goals broad and to impact the region. We have started to move to indicators for measuring some of the goals, especially for timeliness and volume submission to MDHHS.</li> <li>• Forest talked about the MCIS update that was prepared for Ops Council and he will post it to BOX so that the same communication is occurring amongst councils. A rough overview of the file cutoff and conversion process was reviewed. January 11, 2018 is the projected date for stopping submissions for 2 weeks and then go-live February 1, 2018. An official publication will be sent out to ITC members for use.</li> <li>• Brett requested a quick review and/or documentation explaining the process for generating an ACRS file for ADTs. Joanne explained that it uses data from the client registry file that gets generated from encounters. An ACRS file gets submitted weekly to MiHIN with a list of all consumers and the ADTs return for the region and is split and posted for PCE Systems to incorporate into EMRs. Streamline also receives the ADT file for CEI. The current explanation of the process was sufficient for Brett. Additional documentation will be written for this process as it originates from a MiHIN required format. (Excel file)</li> </ul>
✓ <b>ACTION/INPUT REQUIRED</b>	<ul style="list-style-type: none"> <li>• ITC members will send names of staff that require access to BOX for LOCUS files and post a file for FY17.</li> <li>• ITC members will review and provide feedback to Forest regarding the MSHN breach policy.</li> <li>• ITC members will review the charter goals and provide comments about successes to Forest by next ITC meeting (11/15/2017).</li> <li>• Forest will confirm permissions in BOX for LOCUS and add users as ITC members send them via email.</li> <li>• Forest will post the MCIS status document in BOX for ITC members to review.</li> </ul>
✓ <b>KEY DATA POINTS/DATES</b>	<ul style="list-style-type: none"> <li>• Data Analytics Workgroup – November 14, 2017 12pm-3pm TBHS Caro</li> <li>• ITC Meeting: November 15, 2017 1pm – 3pm CMHCM Mt. Pleasant</li> <li>• CIO Forum: December 6, 2017 1pm – 4pm Lansing IO Conference</li> <li>• IO conference December 7 and 8, 2017 Lansing</li> </ul>