

Date: January 17, 2018

- ☒ MSHN - Forest Goodrich
- ☒ MSHN - Shyam Marar
- ☒ MSHN - Joe Wager
- ☐ MSHN - Linda Proper
- ☒ MSHN - Jennifer McCoy
- ☒ Bay - Brett Kish
- ☐ Bay - Sandy Gettel
- ☒ 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 December 2017
- REMI file submission guides
- QI, BH-TEDS, Encounter reporting status
- CHAMPS ID file for finding unregistered providers
- Customer Services templates for PCE customers
- Managed Care Information System update
- Two-factor authentication in use
- H2011 exclusion from BH-TEDS 95% submission compliance

✓ KEY DECISIONS

- December 20 minutes approved. Any changes, please send to jennifer.mccoy@midstatehealthnetwork.org
- Forest posted REMI file submission guides from PCE Systems for ITC member review and comments. Joanne expressed concern about receiving a 4950 back right away from REMI versus waiting until being processed by MDHHS warehouse. Alexis, Doug and Bill indicated that they are not concerned based on PCE Systems response to likelihood that records won't get accepted at MDHHS. Please send any concerns or comments via email to Forest.
- Joanne reported that January 11, 2018 file submission cutoff was complete and all return files were expected back that next week. She told ITC members that no more submissions should be sent and the MSHN warehouse was in blackout period for data conversion to REMI.

	<ul style="list-style-type: none"> • Forest talked about the CHAMPS ID file issue and the fact that the file only had new records in it versus all CHAMPS IDs. ITC members can expect an updated file when DTMB fixes the file processing. A monthly file will be split and sent to ITC members. • Doug Meylan referred ITC members, that would like to post customer services template documents, to BOX as a folder is available for organizing all templates. Once the templates are uploaded, Doug will contact PCE Systems for modifications. • Forest posted the latest MCIS update for Operations Council in BOX for ITC members. SUD provider and CMHSP after-hours training for REMI starts January 17 and continues through January 30. January 31 is training specifically for MSHN staff. PCE Systems will do a web-based training for ITC members on February 9, 2018. Please send an email to Forest if interested in participating. It is not required in order to submit monthly files. • Joanne polled the ITC members for any two-factor authentication methods being used or under consideration. She indicated that CEI is interested in pursuing this and was looking for feedback from the group. Several ITC members are looking into it, but nobody is actively using it in their internal processes yet. Keep this in parking lot items for future discussion. • Alexis and Bill talked about the H2011 exclusion from BH-TEDS present/missing and its impact on MSHN percentages. While noting that it can have some impact, it is expected to be nominal because of flags for crisis only in BH-TEDS already.
✓ ACTION/INPUT REQUIRED	<ul style="list-style-type: none"> • ITC members will review the REMI file submission guides and post questions or feedback to Forest via email. • ITC members will hold all file submissions for QI, BH-TEDS and Encounters until after training on February 9, 2018. • CEI will continue to produce a CHAMPS ID file and split it by CMHSP using the encounter submission NPIs for MSHN. • ITC members will review the CHAMPS ID process and work toward a monthly process that will assist their efforts with getting providers enrolled in CHAMPS, in order to meet the 9/30/2018 deadline. • ITC members wanting to participate in a group effort with PCE Systems, will post their Customer Services template forms to BOX. Doug will review and contact PCE Systems for kickoff meeting. • ITC members will send an email to Forest requesting participation in file submission training with PCE Systems for REMI.
✓ KEY DATA POINTS/DATES	<ul style="list-style-type: none"> • Data Analytics Workgroup – February 13, 2018 12pm-3pm • ITC Meeting: February 21, 2018 1pm – 3pm CMHCM Mt. Pleasant • CIO Forum: February 23, 2018 11:00am – 1pm Conference call only • REMI go live: February 1, 2018 all day • REMI file submission training: February 9, 2018 9am – 10am web-based training