

Date: March 21, 2018

ITC Attendees

- MSHN - Forest Goodrich
 - Bay - Brett Kish
 - CEI - Joanne Holland
 - CEI Alt - Steve Grulke
 - Central - Brian McNeill
 - Gratiot - Ginger Benbow
 - Huron - Shannon Wichert
 - Lifeways - Alexis Shapiro
 - Montcalm - Bill Mason
 - Newaygo - Jay Hollinger
 - Saginaw - Steve Delong
 - Shiawassee - Doug Meylan
 - The Right Door - Lori Richardson
 - Tuscola - Tammy Smith
- Guests**
- MSHN - Shyam Marar
 - MSHN - Joe Wager
 - MSHN - Linda Proper
 - MSHN - Jennifer McCoy
 - CEI - Katherine VanZwoll
 - Central - Kevin Faught
 - Gratiot - Alec Keck
 - Lifeways - Holly Paige
 - Newaygo - Jill McKay
 - Saginaw - Linda Tilot

KEY DISCUSSION TOPICS

- Approval of snapshot from February 2018
- File submission details
- HSAG mini-ISCAT documentation process
- MDHHS BH-TEDS for 2017
- REMI QI, BH-TEDS, Encounter reporting status
- QI file updating the client master
- ACRS and reconciliation processes using REMI
- Report availability in REMI
- Provider Directory upload feedback
- MSHN ftp site and file distribution
- GAIN assessment for SUD
- Notification from MDHHS on delaying CHAMPS enrollment for providers

✓ KEY DECISIONS

- February 21 minutes approved. Any changes, please send to jennifer.mccoy@midstatehealthnetwork.org
- MSHN is working a report that summarizes file submissions by CMHSP. This report should be available by next ITC meeting. In the meantime, REMI has a CMHSP file submission report for review.
- Forest posted HSAG documentation in ITC meeting folder and informed the members that mini-ISCATs and supporting attachments need to be completed and posted to BOX in ITC/mini-ISCAT/...cmshp/2018 folder. This information needs to be posted by April 11, 2018. Kim Z. will be posting it to HSAG ftp site by April 13, 2018.
- Kathy Haines (MDHHS) communication was reviewed concerning trying to improve our BH-TEDS compliance rate. She indicated that it was about 9% missing and Forest asked ITC members to review their missing records and to submit any that are possible by March 31, 2018.
- Forest asked for any feedback from ITC members on the file submission process for REMI because it was the second time going through the process. ITC members indicated that the submission process is working fine. The

items that still require attention are: QI non-matches with Client Master, receiving a 4956 response file for QI, and a detailed guide on validations that are being used to error or warn during submission processing. Katherine V. asked about timeline for 4956 response file. Forest informed ITC members that the request was into PCE and that we are anticipating its availability in the next 30-60 days.

- CEI is to provide feedback on how the process for including QI records into the Client Master worked in the former system. Steve G. was going to review PCE Systems concerns and respond in writing so that could be forwarded to ITC members for input.
- Steve informed ITC members that the ACRS process for receiving ADT records is working again. He also briefly discussed some concerns that he is having with mapping encounter tables and client tables to be able to do a reconciliation review on submissions. More work to be done in this area.
- Forest indicated that 4 reports have been made available to ITC members in REMI and that PCE Systems has validated them. ITC members and MSHN staff are to review and validate also. Lori reported that she is getting a permissions issue with the Encounter Submission report. Shyam will check into it and resolve.
- Lori R. reported that she is having difficulty with the Provider Directory upload function. She has tried to submit two different excel formats and both have rejected. Forest sent Lori's initial message to Carolyn W. to work with PCE Systems to resolve. Carolyn has submitted a test file from Bay and was able to meet the format requirements. Forest will report back to ITC next month regarding Carolyn's findings.
- Shyam explained the MSHN ftp site and its purpose for posting files with PHI in a secure way. This is of particular importance going forward because many of the files we receive from MDHHS need to be split by CMHSP and distributed. This will be the method to do the file distribution.
- Lori R. asked ITC members if there was more information on the GAIN assessment and if the group thought that this was going to be required and what it means for ASAM. Alexis talked about GAIN and the workgroups involved with figuring out when and how it will be used. More information will be provided on this in future months.
- Linda T. asked if there was an official notice, bulletin, or memo from MDHHS that confirms the delay of requiring providers to enroll in CHAMPS. She would like to see both the MHP delay and any indication of a delay for PIHPs and CMHSPs. Forest will follow up with Carolyn and Leslie to see if they received any notification.

✓ **ACTION/INPUT REQUIRED**

- ITC members will post 2018 mini-ISCAT and supporting documentation on BOX by April 11, 2018.
- ITC members will review missing BH-TEDS records for 2017 and post any files possible by March 31, 2018.
- CEI will review the concerns from PCE Systems regarding using the QI file to update the Client Master and Forest will distribute to ITC members for review and comment.
- Forest will repeat the request more documentation regarding validations and error handling during file submissions and provide ITC members with an expected data available.
- ITC members will review the reports available in REMI and validate. Concerns will be addressed on-going.
- Forest will follow-up with Carolyn regarding the format requirements for Provider Directory upload.
- Shyam will distribute login and location information to ITC members for MSHN ftp site.
- Forest will talk with Carolyn and Leslie to see if MSHN has received an official notice regarding CHAMPS enrollment delays.

✓ **KEY DATA POINTS/DATES**

- Data Analytics Workgroup – April 10, 2018 12pm-3pm
- ITC Meeting: April 18, 2018 1pm – 3pm CEI Lansing
- CIO Forum: April 27, 2018 11:00am – 1pm Conference call only
- REMI file submission deadline: April 17, 2018
- HSAG PMV onsite – July 17, 2018