

Meeting Date: August 16, 2019

Attendees:

BABH, CEI, GIHN, Huron, LifeWays, MCN, Newaygo, Saginaw, Shiawassee, Right Door and Tuscola

MSHN Staff: Kim Z.

Not In Attendance: CMHCM

KEY DISCUSSION TOPICS

- OIG – FY19 Q3 Report Update
- Draft FY19-20 MSHN Compliance Plan
- Compliance Policy and Procedure Annual Review
- MSHN Privacy Notice
- MSHN Breach Notification Template
- MSHN Compliance Training
- OIG Quarterly Log Updates
- Consent to Share Information

✓ **KEY DECISIONS**

- Additions to Agenda
 - ✓ *Timeliness of Clinician Signatures*
- OIG
 - ✓ FY19 Q3 Report Update
 - *Submitted the report on 8/15/2019, doing well on past reports, responses from OIG not quick, anticipate feedback due to increased number of reports.*
 - *Updates from previous quarters remain a challenge. There have been more questions as move forward and as volume increases.*
 - *Kim will be part of a workgroup at the OIG/ State Level to look at questions surrounding the quarterly report.*
- Draft FY19-20 MSHN Compliance Plan Review
 - ✓ *The group reviewed the revisions to the MSHN CC Plan page by page with explanation for the changes.*
 - ✓ *Comments by committee to add CCO to the Compliance Flow Chart. Plan has been approved by this committee, MSHN needs to go to OPS and the MSHN Board*
- Compliance Policy and Procedure Annual Review
 - ✓ *Reviewed all revisions to applicable Compliance Policy and Procedures*
 - ✓ *Recommending discontinue the “Reporting Requirements P&P”*
 - ✓ *All other policies and procedures were recommended for approval*
 - ✓ *Disqualifying Providers Policy- Revisions were made to the Medicaid Provider Manual that required the policy be updated*
- MSHN Privacy Notice
 - ✓ *Reviewed the revisions, no additional comments. Stressed the importance of having an agency version on each CMHSP website and that the content is consistent and compliant with the MSHN version. Must also post MSHNs notice as well at local agencies*
- MSHN Breach Notification Template
 - ✓ *Reviewed the template, solicited feedback*
 - ✓ *Discussion on the use of a checklist and/or flow chart to determine the severity of the breach.*
- MSHN Compliance Training
 - ✓ *Has now been created and ready to install in Relias for release. A post-test will be created, hopefully be available for use by 10/1/2019*
- OIG Quarterly Log Updates

	<ul style="list-style-type: none"> ✓ <i>Compliance Log now available in PCE. Kim will send out an email to solicit information for those who may be interested. Janis raised the question about discoverability if CMHSP reports were stored in REMI (PIHP). Kim to look at how PCE can set this up in both PIHP and CMHSP platforms</i> • Consent to Share Information <ul style="list-style-type: none"> ✓ <i>Discussion on challenges. Lynn requested a discussion regarding Foster Parents. Referred to Attachment A of Consent Policy. Foster parents will be exempt from completing a consent if they have completed the MDHHS Form #3762 (Rev. 9-15). This will be clarified in Attachment to the policy</i> • Other: <ul style="list-style-type: none"> ✓ <i>Timeliness of Signatures, (Rich) Discussion supported signatures should be obtained within a reasonable time frame. Feedback suggests 3-5 days from service. Lack of definition on the MSA website.</i> ✓ <i>Signature before the service ends. Signature means a service has been provided, not will be provided, could be construed as rounding up. MCBH, even in a collaborative session it is signed after the event.</i>
<ul style="list-style-type: none"> ✓ KEY DATA POINTS/DATES 	<ul style="list-style-type: none"> • Next Meeting: October 18, 2019 (3rd Friday of the month from 10:00am – 12:00pm)