

**Date: November 20, 2019**

**ITC Attendees**

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

**KEY DISCUSSION TOPICS**

- Approval of snapshot from October 2019
- MDHHS HRA file changes
- REMI volume and timeliness reports
- REMI QI, BH-TEDS, Encounter reporting
- MDHHS MH ADT workgroup update
- ITC charter and goal review for FY19 finalize
- ITC goals discussion for FY20 finalize
- MSHN Site Review CAP year standards
- MCG Indicia setup and technical leads discussion
- Other
  - December meeting call-in only
  - Project Management software
  - Standard consent in EMRs
  - ADT feed receiver and A08 records

**✓ KEY DECISIONS**

- October 16 minutes approved. Any changes, please send to [jennifer.mccoy@midstatehealthnetwork.org](mailto:jennifer.mccoy@midstatehealthnetwork.org)
- Forest explained the change to only receiving the file with encounters that were accepted for HRA processing to a quarterly basis versus monthly. The hospital NPI error files will continue to be sent on a monthly basis.
- Shyam posted the REMI volume and timeliness reports for ITC review. File submissions are timely and within volume expectations. Next month is a detailed review.
- BH-TEDS, QI and Encounter file processing for FY19 is business as usual. Forest confirmed with MDHHS that we are no longer required to report QI files. REMI will remain active and we will continue to process these files to assist with any updates or corrections. Forest recommended that it would be good practice to use the list of all persons indicated as iDD in CMHSP EMR and check to make sure there is a BH-TEDS record. Forest also confirmed that BH-TEDS can be submitted for FY20 and that we received response files from MDHHS.
- Alexis reported that the next workgroup meeting for BH-ADTs will be in December. No other activity to report.
- Forest posted the ITC charter and goals summary with ITC member feedback and it is finalized.
- Forest posted ITC goals for FY20 and ITC members provided feedback and it is finalized.

	<ul style="list-style-type: none"> <li>• Forest presented 3 standards to meet MDHHS reporting requirements as a part of the CAP site review for this year. Joanne talked about each standard and what would be required for the desk audit. No questions or concerns regarding these.</li> <li>• Forest provided more clarification around the MCG Indicia notes that went out to technical leads and explained the process for doing this in order to have the Indicia product integrate with CMHSP EMRs.</li> <li>• Ginger inquired with ITC members about using project management software for project tracking. Several ITC members indicated that they use PM software on occasion. Software identified: Microsoft Project, Smartdraw, Asana, Microsoft Planner, and Clarity. Ginger will reach out to individual ITC members for more information.</li> <li>• Tammy asked ITC members about using standard consent in EMRs where the process is electronic versus scanned. Good discussion and everybody is using the standard consent in some capacity and moving toward only using it.</li> <li>• Doug asked about the process to turn off receiving A08 messages in ADTs. There are several segments with the A08 being an update segment. It creates a large volume to process and reflects duplication at times. Joanne indicated that it can be turned off by CMHSP and just need to inform MSHN in order to not receive them.</li> </ul>
<p>✓ <b>ACTION/INPUT REQUIRED</b></p>	<ul style="list-style-type: none"> <li>• Shyam will post quarterly HRA files on MSHN ftp site.</li> <li>• ITC members will assess QI file processing and discontinue sending into REMI.</li> <li>• Forest will check with PCE Systems and MDHHS regarding Q record and M records being submitted on the same day for BH-TEDS.</li> <li>• ITC members will provide any changes to FY19 annual review by 11/27/19.</li> <li>• ITC members will provide any changes to FY20 goals by 11/27/19.</li> </ul>
<p>✓ <b>KEY DATA POINTS/DATES</b></p>	<ul style="list-style-type: none"> <li>• Data Analytics Workgroup – December 10, 2019 1-3pm</li> <li>• ITC Meeting: December 18, 2019 1pm–3pm Conference call</li> <li>• IO Conference: December 5 &amp; 6, 2019 Troy</li> <li>• Final file submissions for BH-TEDS, QI and Encounters for FY19: December 17, 2019</li> <li>• REMI unavailable: December 24 &amp; 25, 2019 maintenance scheduled</li> </ul>