

Date: November 15, 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 October 2017
- NCQA presentation
- Balanced Scorecard reports
- Data submission schedule
- MDHHS response to conversion and submission schedule
- LOCUS on BOX
- MMBPIS performance indicator file submission changes
- QI, BH-TEDS, Encounter reporting status
- BH-TEDS missing/present review
- CHAMPS ID file review and MDHHS expectations
- ITC goals
- Managed Care Information System update

✓ KEY DECISIONS

- October 18 minutes approved. Any changes, please send to jennifer.mccoy@midstatehealthnetwork.org
- Amanda Horgan presented in person an overview of NCQA and the highlighted the findings from the Mahalik group's assessment of our readiness to apply for certification. She indicated that this was being presented at all MSHN councils. Questions were addressed about CMHSPs roles and opportunity to provide input or feedback in the process.
- Joe W. posted the detail reports for Balanced Scorecard and did a quick review. No questions or concerns were identified.
- Forest posted a schedule for fiscal 2017 year-end submission and fiscal 2018 submission deadline of January 11, 2018 as the last date for submission before cutting over to PCE (REMI) on February 1.
- Forest posted and reviewed the communication between MSHN and MDHHS showing support for our cutover schedule to PCE (REMI) and MDHHS understands that we could be under reporting during the months of January and February until we have everything processing in the REMI system.

	<ul style="list-style-type: none"> • Forest reminded ITC members to post LOCUS files on BOX for the November 17 submission. • Forest wanted to make ITC members aware that Kim Zimmerman will be presenting nominal changes to PI process in December. • 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. She also addressed that submissions for 2018 can be up to the cutoff date 1/11/2018. That way, CMHSPs would have some information into MDHHS for December. • Bill Mason discussed issues related to the percentage of records missing BH-TEDS compared with encounters report. He was raising the level of awareness about how discharges done in prior years and missing the annual date to do a BH-TEDS assessment can impact this percentage. Forest indicated that ITC members should use their EMR reports to determine BH-TEDS completeness and to use MDHHS reports as a reconciliation process. • Forest addressed the CHAMPS ID file that was sent out to all ITC members for their providers. He wanted everyone to know that was an aid in the process to get all providers to register for an NPI and to register in CHAMPS. This is required per MDHHS. An MDHHS bulletin went out to all CMHSPs from MDHHS indicating that it is required for 1/1/2018 services provided and reported. • Forest reminded ITC members to send any feedback on FY2018 goals to him via email. • Forest referred ITC members to the MCIS update posted in BOX.
✓ ACTION/INPUT REQUIRED	<ul style="list-style-type: none"> • ITC members will post LOCUS files to BOX for November 17. • ITC members will review the charter goals and submit feedback to Forest via email. • Forest will confirm permissions in BOX for LOCUS and add users as ITC members send them via email. • ITC members will process all year-end data and submit it by 12/11/2017.
✓ KEY DATA POINTS/DATES	<ul style="list-style-type: none"> • Data Analytics Workgroup – December 12, 2017 12pm-3pm BABHA Bay City • ITC Meeting: December 20, 2017 1pm – 3pm Gratiot Alma • CIO Forum: December 6, 2017 11:30am – 2pm Lansing IO Conference (pre-registration is required) • IO conference December 7 and 8, 2017 Lansing • FY2017 final data submissions December 11, 2017. • FY2018 cutoff date for data submission to MSHN portal January 11, 2018.