

Date: February 21, 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 January 2018
- MDHHS NPI and CHAMPS ID registration
- Balanced Score Card changes for 2018
- REMI file submission schedule for March
- REMI FAQ and support line
- QI, BH-TEDS, Encounter reporting status
- REMI file sign-on and file processing issues
- Encounter process
- BH-TEDS process
- QI process
- Response file issues
- Performance Indicator file processing
- Provider Directory
- Report availability in REMI
- Error Handling as a pre-process
- Customer Services template process
- CHAMPS ID recon process

✓ KEY DECISIONS

- January 17 minutes approved. Any changes, please send to jennifer.mccoy@midstatehealthnetwork.org
- Forest posted Kathy Haines (MDHHS) communication about CHAMPS enrollment for PIHP regions. Two dates that are important with this process: April 1 for all prescribers to be enrolled in CHAMPS, September 30 for typical service providers. MDHHS announced a delay for MHP providers from March 1 to May.
- We reviewed the modifications being recommended for the balanced scorecard and ITC members support the changes.
- We reviewed the March REMI file submission deadline. Please have all files submitted by the end of business on March 19. ITC members agreed to continue the file submission deadline of the 17th of each month. This ensures the region will meet the volume and timeliness submission requirements for MDHHS. Additional files can be submitted after that time and will be processed by the 28th of that month, if possible.
- Forest posted a note on REMI support email address and telephone contact information.

	<ul style="list-style-type: none"> • Joanne reported that all return files were received for any submissions that CEI submitted for the region. She was able to report that the reconciliation was 100%. • Forest requested that ITC spend the bulk of time talking about the change processes with REMI and broke each function down on the agenda to do so. ITC members started with confirming that their staff received accounts and were able to sign in and use REMI. They were able to upload files and use the system to validate files. Encounter submission worked as expected. Some discussion about the 4950 response file and the types of errors that were showing. Joanne requested an evaluation of the difference between the display errors versus the error reports. Joanne also requested if ITC members can get a list of the validations and types of warnings that are being used on the transactions. No concerns with BH-TEDS files. Bill talked about the QI file errors and what he discovered with his project manager. If no encounters exist, then the QI will error on non-match to the MSHN registry. We talked about adding the QI file to update the registry. ITC members agreed to wait another submission and evaluate this again. No concerns about response files, except Joanne would like a 4956 response file for QI. • Alexis reached out to the ITC members and asked if anybody is interested in working together to get the PI module modified to meet the QIC agreed upon format, please email her. She will reach out to Sandy Gettel to work together on this. • Forest encouraged ITC members to test the Provider Directory upload function and to get in touch with their provider network persons as Carolyn has been developing this template. Shyam posted the template format to BOX. It is not a requirement to use this function at this time. It will be in the months ahead. • Alexis asked about the status of reports being made available in REMI, like they were in the MSHN reporting portal. Forest addressed the old portal being available but ending with data after January 11. REMI will have the reports from the portal in it and available to ITC members by CMHSP. PCE Systems needs up to 30 days to finish development and then validation with actual data from the system. Reports identified: Missing BH-TEDS, SIS completeness, Penetration rate, MUNC. • Bill addressed the ITC members and asked that anybody running a PCE EMR and interested in adding the validations that MSHN has on file submissions, to please contact him via email and he will coordinate doing this together. MSHN supports this effort as it improves the processing even more. • Doug reported to ITC members that the CS template documents have been submitted to PCE Systems and he is waiting on a response for timeframes. • Forest mentioned that the CHAMPS ID file issue was fixed and that ITC members should be receiving a file immediately as CEI was splitting it and distributing it prior to this meeting. • Ginger polled the ITC members about O365 licensing, government pricing may be discontinued and what rates are being charged. Several ITC members shared their experience with O365 license rates. • Forest wanted to recognize Brian's work on BH-TEDS validation reporting on the dataset and that we will look at this work in the future.
<p>✓ ACTION/INPUT REQUIRED</p>	<ul style="list-style-type: none"> • ITC members will post all file submissions for QI, BH-TEDS and Encounters by March 19, 2018 for the monthly run. • CEI will continue to produce a monthly CHAMPS ID file and split it by CMHSP using the encounter submission NPIs for MSHN.

	<ul style="list-style-type: none"> • Forest will request more documentation regarding validations and error handling during file submissions. • ITC members wanting to participate in a group effort for the PI module with PCE Systems, please email Alexis. • ITC members wanting to participate in a group effort for adding validations for file submission with PCE EMRs, please email Bill. • Forest will send an email to ITC members indicating that reports are ready when validated.
✓ KEY DATA POINTS/DATES	<ul style="list-style-type: none"> • Data Analytics Workgroup – March 13, 2018 12pm-3pm • ITC Meeting: March 21, 2018 1pm – 3pm Gratiot Alma • CIO Forum: March 23, 2018 11:00am – 1pm Conference call only • REMI file submission deadline: March 19, 2018 due to the 17th being a weekend day.