

Date: March 15, 2017

- ☒ MSHN - Forest Goodrich
- ☒ MSHN - Shyam Marar
- ☐ MSHN - Joe Wager
- ☒ MSHN - Linda Proper
- ☒ Bay - Brett Kish
- ☐ CEI - Chuck Dougherty
- ☒ 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 February 2017
- SIS spreadsheet with denominator values
- Balanced Scorecard report
- COFR reporting of BH-TEDS communication
- BH-TEDS, QI, Encounters
- ACRS relationship process discussion
- LOCUS dataset and exporting for evaluation

✓ KEY DECISIONS

- February 15 minutes approved.
- A follow-up to SIS discussion from the previous month, is that we requested from MDHHS, a data file for each CMHSP identifying all the Medicaid IDs that make up persons that meeting the criteria for needing a SIS assessment during the baseline time period. We are referring to this as the denominator tab in the provided excel file. Dick Berry, from MDHHS supplied us with those records and it was encrypted and sent to each ITC member. ITC members are charged with going back and indicating if the person is deceased or is no longer receiving services. Please send those excel files back to Forest via encrypted email by April 10th, 2017. These will be aggregated and submitted to MDHHS by Todd (UM) so that it improves our baseline denominator values.
- Requested feedback on the Balanced scorecard report draft. This information and a couple of indicators from the scorecard will be used for reporting to Operations Council and MSHN Board. Some discussion continues regarding how and why we would measure the CMHSP to CMHSP exchange process. Forest repeated that MSHN wants to support this effort as it will lead to long term success with data exchange activities.

	<ul style="list-style-type: none"> • Forest mentioned that ITC members should have received the communication from Amanda regarding MSHN's position on submitting BH-TEDS records for COFR arrangements. If someone didn't get the communication, please contact Forest and he will forward it. MSHN supports the COFR being responsible for submitting the BH-TEDS. • Joanne mentioned that year-end clean up files were going as normal and there didn't appear to be anything of concern for BH-TEDS and encounters. We are on-track to have submissions in for actuarial use. • We continued the (ACRS) discussion about how to send individuals that you would like to receive data on (ADT, CC360) even before a valid encounter is submitted to MDHHS. We added to it by suggesting that the process could also inform no longer wanting to receive data on individuals. More discussion is required. Some file format options will be modeled and talked about what is simplest and most effective to implement. • Forest talked to the ITC members about the possibly of having several create a data export from their EMRs with LOCUS detailed data from 10/1/2016 through current. CLC and UM would like to start evaluating how closely the CMHSP processes and information align. First pass is just to see variance in standardized data. Brian (CMHCM) offered to share his script for reading the elements into an excel (.csv) file. He will distribute to ITC members. More on the results of this process and future work next month. • Doug Meylan requested that Forest post all documentation as it is made available by the Financial Subgroup from MDHHS. • Joanne took a minute to announce that Chuck is retiring effective April 7, 2017 and that CEI will be hosting a retirement reception for him and his wife as she is retiring at the same time. It is from 2pm-4pm.
✓ ACTION/INPUT REQUIRED	<ul style="list-style-type: none"> • ITC members will review the SIS denominator values and indicate in a column which are deceased, no longer receive services, waiting to get the SIS assessment, or have completed the SIS assessment. Return this file with indicated values via encrypted email to Forest by April 10, 2017. • Review and approved balance scorecard for ITC. • ITC members will send LOCUS file and export format to Forest via encrypted email.
✓ KEY DATA POINTS/DATES	<ul style="list-style-type: none"> • Chuck Dougherty Retirement reception – April 7, 2017 2pm-4pm CEI CMH Lansing • Data Analytics Workgroup – April 11, 2017 12pm-3pm Lifeways CMH Jackson • ITC Meeting: April 19, 2017 1pm – 3pm CEI CMH Lansing • CIO Forum: April 28, 2017 10:30am – 1pm MACMHB Lansing