

IBHIS Readiness WebEx Group Meeting

Fee-For-Service [FFS1]

WELCOME



Date: **Tuesday, April 1, 2014**
Time: **11:00 am – 12:00 pm**
Website: <https://dmh.webex.com/>
Meeting #: **922 124 631**

Audio Conference Information



Audio will come from the phone only and not through your computer.
Please call the number below:

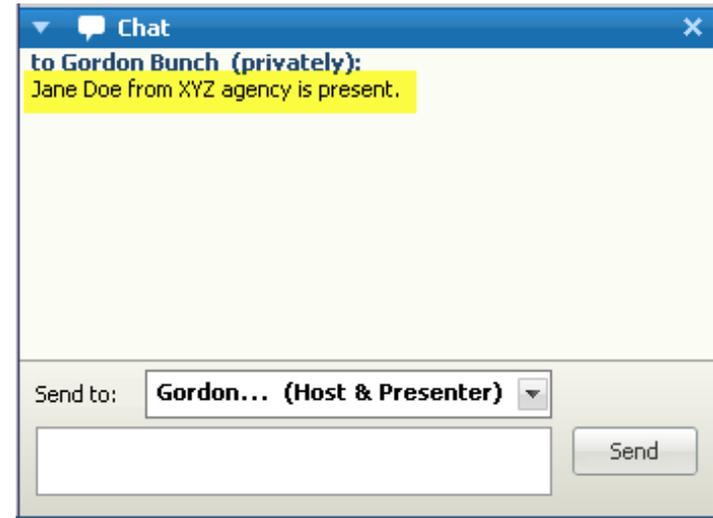
Dial in number: **1.888.636.3807**
Access code: **7116695**



IBHIS Readiness WebEx Group Meeting

Fee-For-Service [FFS1]

- ✓ Please use the WebEx Chat box to type in your name and the institution you represent
- ✓ If there are other participants attending with you, please include their name(s) as well
- ✓ Send chat to **Gordon Bunch (Host & Presenter)** and not to Everyone



IBHIS Readiness Group 6

Meeting Agenda

Tuesday, April 1, 2014
11:00 a.m. – 12:00 p.m.
WebEx Only*

- ✓ **Welcome and Overview (7 min.) - Gordon Bunch**
- ✓ **Readiness Schedule (3 min.) - Gordon Bunch**
- ✓ **Provider Connect (10 min.) - Jim Spallino**
- ✓ **Integration (15 min.) - Integration Team**
 - ✓ **Trading Partner Agreement (TPA) Process**
 - ✓ **Client Web Services**
- ✓ **Readiness Tasks (10 min.) - Gordon Bunch**
- ✓ **Questions and Answers (15 min.)**
- ✓ **Adjourn**



***DMH Participants Must Attend In-Person**
695 South Vermont – Conference Room 603



WELCOME and OVERVIEW

Gordon Bunch

**Contract Provider Readiness Meeting
Group 6 – FFS1 Hospitals
April 1, 2014**



WELCOME

Readiness Group 6

Antelope Valley Hospital

Aurora Las Encinas Hospital

Aurora Charter Oak Hospital

BHC Alhambra Hospital

Brotman Medical Center

College Hospital Cerritos

College Hospital Costa Mesa

Community Hospital Long Beach

Del Amo Hospital

East Valley Glendora Hospital

Encino Hospital Medical Center

Glendale Adventist Medical Center

Grancell Village of the Los Angeles's
Jewish Home for the Aging

Hollywood Community Hospital
Van Nuys



WELCOME

Readiness Group 6

Huntington Memorial Hospital Della Martin

Inter-Community Medical Center

Mission Community Hospital

Neuropsychiatric Institute UCLA

Northridge Hospital Medical Center

Pacific Hospital of Long Beach

Pacifica Hospital of the Valley

Providence Little Company of Mary
Medical Center San Pedro

San Gabriel Valley Medical Center

Sherman Oaks Hospital

Silver Lake Medical Center

St. Francis Medical Center

University of Southern California

Verdugo Hills Hospital



WELCOME

Readiness Group 6

White Memorial Medical Center	



OVERVIEW

- DMH is implementing an Electronic Health Record (EHR) system
 - Integrated Behavioral Health Information System (IBHIS)
- IBHIS will replace the Integrated System (IS)
- The IS will be shut-down as soon as possible after IBHIS go-live

OVERVIEW

- IBHIS is rolling out in Phases
 - Directly Operated Clinics/Programs – January through September 2014
 - Legal Entity (LE) Contract Providers – February through July 2014
 - Fee For Service (FFS) Network Providers – September 2014



OVERVIEW

- In preparation for IBHIS LE and FFS Network Providers have been divided into Readiness Groups
- Each Readiness Group will progress through a series of steps/tasks to ensure readiness for IBHIS go-live on their scheduled go-live date



OVERVIEW

- In this meeting, we will cover the IBHIS readiness tasks specific to FFS1 Hospitals
 - Primary Focus: New processes for client search and establishing and modifying clients in the IBHIS
 - Two options will be presented:
 - ProviderConnect
 - Web Services



OVERVIEW

- Today's presentations and handouts will be posted to IBHIS Homepage (IBHIS Links)
http://lacdmh.lacounty.gov/hipaa/ffs_IBHIS_EDI_Links.htm
- Posting expected 4/4/14

IBHIS READINESS SCHEDULE READINESS GROUP SIX

Gordon Bunch

**Contractor Readiness Meeting
April 1, 2014**



IBHIS ROLLOUTS: LEGAL ENTITY (LE) CONTRACT PROVIDERS

- IBHIS Pilot 1-A January 27, 2014
 - Directly Operated Sites and Programs only
- Pilot 1-B February - June, 2014
 - Ten Legal Entity volunteers
 - Three FFS2 Network Providers
- All Other Legal Entities July 1, 2014
- All Other FFS Network Providers September 3, 2014



READINESS GROUP 6

- Provisioning Start: April 1, 2014
- Provisioning End: April 30, 2014
- Testing Start: May 1, 2014
- Testing End: June 2, 2014
- Go-Live to IBHIS: Sept. 3, 2014

PROVIDER CONNECT

Jim Spallino

FFS1 Hospital Readiness Meeting
April 1, 2014



ACCESS

- ProviderConnect is an external interface to the IBHIS system that provides certain functionality to the provider community.
- Provider Connect has a web interface which can be accessed from the Internet via most common web browsers.
- A username/password is required to access Provider Connect. DMH will issue login credentials after the provider has attended training and completed access forms.



FFS1 HOSPITAL USERS

- FFS1 hospital providers not using web services will use Provider Connect to:
 - Search for clients
 - Create admissions/discharges
 - Create diagnosis
 - Potentially perform other functions such as enter authorization requests



FFS1 HOSPITAL USERS

- FFS1 hospital providers using web services will use Provider Connect to:
 - Enter authorization requests

LOG IN SCREEN

ProviderConnect

A Continuum of Interactive Community Healthcare

Secure Login

Please enter your username and password below.

Username:	<input type="text"/>
Password:	<input type="password"/>

LOGIN

When entering your password, please ensure that your Caps Lock key is not depressed.



MAIN SCREEN

ProviderConnect - Main Menu		Lookup Client Main Menu Log Out
You are logged in as:	<input type="text"/>	
Your last login was:	<input type="text"/>	
Main Menu - Provider		
Lookup Client	Add New Client/Client Search	Change Password
Documentation	News	
Logout / Exit		



SEARCH CLIENT

- Enter criteria to search for the client

Search Criteria	
Social Security Number:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Sex:	<input type="checkbox"/> Female - F <input type="checkbox"/> Male - M <input type="checkbox"/> Other - O <input type="checkbox"/> Unknown - U *
Date of Birth:	<input type="text"/>

SEARCH CLIENT

- Search results are displayed

Search Criteria	
Social Security Number:	<input type="text"/>
Last Name:	<input type="text" value="test"/>
First Name:	<input type="text" value="client"/>
Sex:	<input type="radio"/> Female - F <input type="radio"/> Male - M <input checked="" type="radio"/> Other - O <input type="radio"/> Unknown - U
Date of Birth:	<input type="text"/>

[Search](#)

No clients found.

[Create Admission for New Client](#)

CREATE ADMISSION

- Enter admission data for the client:

Admission Information	
Sex <input type="radio"/> Female - F <input checked="" type="radio"/> Male - M <input type="radio"/> Other - O <input type="radio"/> Unknown - U	
Date of Birth <input type="text"/>	Age <input type="text"/>
Admission Date <input type="text"/>	Admission Time <input type="text"/> HH:MM AM/PM
Program <input type="text" value="--Please Choose One--"/> *	Admitting Practitioner <input type="text" value="--Please Choose One--"/> *
Attending Practitioner <input type="text" value="--Please Choose One--"/>	Type of Admission <input type="text" value="--Please Choose One--"/> *
Source of Admission <input type="text" value="--Please Choose One--"/>	Social Security Number <input type="text"/>
Alt Social Security Number <input type="text"/>	Advanced Directive <input type="radio"/> No - N <input type="radio"/> Yes - Y

* Partial screen shot



CREATE ADMISSION

- Enter demographic data for the client:

Demographics	
Client Last Name <input type="text"/>	Client Home Phone Number <input type="text"/>
Client First Name <input type="text"/>	Client Work Number <input type="text"/>
Client Address Line 1 <input type="text"/>	Client Address Line 2 <input type="text"/>
Client Address - City <input type="text"/>	Client Address - State -Please Choose One- ▼
Client Address - Zip Code <input type="text"/>	Client Address - County -Please Choose One- ▼
Marital Status -Please Choose One- ▼	Race/Ethnicity African-American - 2 ▲ American Indian/Alaska Native - 4 ☰ Armenian - 31 Asian Indian - 15 ▼

* Partial screen shot



CREATE ADMISSION

- Admission created:

ProviderConnect - Provider Admissions		Lookup Client	Main Menu	Log Out
Client Name:	Test, Early			
Member ID:	3000803			
SSN:	999-99-9999			
Episode Information				
Episode	Admission Date	Discharge Date	Program	
1	1/1/2014	Create Discharge	Your Agency Name	



ENTER DIAGNOSIS

- Enter diagnostic data for the client:

Diagnosis Information	
Episode Number <input type="text"/>	Type of Diagnosis <input type="text"/>
Date of Diagnosis <input type="text"/>	Time of Diagnosis <input type="text"/> HH:MM AM/PM
Diagnosis Axis I-1 <input type="text"/>	Diagnosis Axis I-2 <input type="text"/>
<p>290 - Dementia of the Alzheimer's Type, With Late Onset, Uncomplicated</p> <p>290.0 - DEMENTIA OF ALZHEIMER'S UNCOMPLICATED LATE ONSET</p> <p>290.1 - DEMENTIA OF THE ALZHEIMER'S TYPE, WITH EARLY ONSET, UNCOMPLICATED</p> <p>290.10 - DEMENTIA DUE TO MEDICAL CONDITION</p> <p>290.11 - DEMENTIA OF THE ALZHEIMER'S TYPE, WITH EARLY ONSET WITH DELIRIUM</p> <p>290.12 - DEMENTIA OF THE ALZHEIMER'S TYPE, WITH EARLY ONSET WITH DELUSIONS</p> <p>290.13 - DEMENTIA OF THE ALZHEIMER'S TYPE, WITH EARLY ONSET WITH DEPRESSED MOOD</p> <p>290.2 - Dementia of the Alzheimer's Type, With Late Onset, With Delusions</p> <p>290.20 - DEMENTIA OF THE ALZHEIMER'S TYPE, WITH LATE ONSET WITH DELUSIONS</p> <p>290.21 - DEMENTIA OF THE ALZHEIMER'S TYPE, WITH LATE ONSET WITH DEPRESSED MOOD</p> <p>290.3 - DEMENTIA OF THE ALZHEIMER'S TYPE, WITH LATE ONSET WITH DELIRIUM</p>	

* Partial screen shot



NEXT STEPS

- Identify the users of Provider Connect in your facility
- Complete access forms
 - Process for collecting forms is coming soon
- Enroll in training
 - Process for enrolling in training is coming soon



QUESTIONS?



CONTRACT PROVIDERS INTEGRATION

Integration Team

**FFS1 Hospital Readiness Meeting (Group 6)
April 1, 2014**



Overview

- Provider Connect Provisioning
 - **Web Services Only Below**
- Trading Partner Agreement Process
- Testing Phases & Timelines
- Web Services Testing – Checklist
- Certification Criteria
- Certification Process
- Q/A



IBHIS PROVISION PROCESS PROVIDER CONNECT FOR FFS1

– Four Required Forms:

- Applications Access Form
- Confidentiality Oath Form
- County of Los Angeles Agreement for Acceptable Use and Confidentiality of County's Information Technology Assets, Computers, Networks, Systems and Data
- Electronic Signature Agreement

– Start Date Readiness Group 6: 4/1/14



IBHIS TPA PROCESS WEB SERVICES

- An “**electronic**” online process, there will be no need for submitting the paper form(s)
- By clicking a link, you will be able to create, save, update and submit your TPA request
- Upload your signed Trading Partner Agreement and view at any time
- Interactive way of downloading digital keys
- View status of your TPA request real-time



IBHIS TPA PROCESS WEB SERVICES

- How and Where?
 - Use **IS credentials** to login
 - If the person who will complete the TPA does not have an IS Login, and is **ONLY** planning to access the TPA application, he/she will need to submit a ***TPA Application Access Form***.
 - Located under **IBHIS EDI Forms and System Access Forms** on the website



IBHIS TPA PROCESS

- New links on the IBHIS website
 - Trading Partner Application (TPA) link

<https://extra.dmh.lacounty.gov/TPARequest/Security/SignIn.aspx>

- User Manuals

http://lacdmh.lacounty.gov/hipaa/documents/DMH_TradingPartnerManual_v.1.4.pdf

- Two Part Webinar

http://lacdmh.lacounty.gov/hipaa/documents/IBHIS_TPA_Part1.wmv

http://lacdmh.lacounty.gov/hipaa/documents/IBHIS_TPA_Part2.wmv

Start Date Readiness Group 6: **4/1/14**



TESTING PHASES & TIMELINES WEB SERVICES

- Digital Key Testing
- Web Services Testing

DIGITAL KEY TESTING WEB SERVICES

- After submitting the TPA request, you will be assigned a Test Digital Key. The instructions to download the Digital Key is covered in the TPA User Manual.
- Timeframe (Group 6): **4/1/14 – 4/30/14**



DIGITAL KEY TESTING

- The process of validating the Digital Key is as follows:
 - Using the assigned Test Digital Key, connect to “new” IBHIS File-drop location.
 - Using the Test Digital Key, connect to LACDMH Client Web Services



DIGITAL KEY TESTING

- Links on the IBHIS website
 - IBHIS Secure File Exchange location

http://lacdmh.lacounty.gov/hipaa/documents/IBHIS_Secure_File_Exchange_Instructions_v1_1.pdf

- Web Services Technical Design Document

http://lacdmh.lacounty.gov/hipaa/documents/LACDMH_ClientWebServices_TechnicalDesignDocument_v_2_0.pdf



WEB SERVICES TESTING

- DMH has released the Companion Guide and Technical Design Document for Web Services
- Contract Providers and their respective EHR vendors will make appropriate changes to their systems.
- **CWS Content Testing Start Date (Group 6):**
5/1/14 (Depending on Digital Key connectivity)



CONTRACT PROVIDER TESTING-CHECKLIST

- To help keep track of various activities and timelines, a checklist has been created for your reference
- Please see the handout

CERTIFICATION CRITERIA – WEB SERVICE (BUSINESS FUNCTIONS)

- Search Client
- Create and Admit New Client
- Update Client
- Discharge Client
- Get Client Information
- Get Client Treatment History

CERTIFICATION PROCESS WEB SERVICES

- The Certification documents are available under **IBHIS EDI Certification** on the website:

http://lacdmh.lacounty.gov/hipaa/IBHIS_EDI_Certification.htm



CERTIFICATION PROCESS

- Readiness group agencies will complete the “**Client Web Services Certification**” document and upload it to the “**Certification**” folder of IBHIS File-drop location.
- Please review “**IBHIS Secure File Exchange Instructions**” for more details.

http://lacdmh.lacounty.gov/hipaa/documents/IBHIS_Secure_File_Exchange_Instructions_v1_1.pdf



CERTIFICATION PROCESS

- Once LACDMH validates the data (Client Web Services Certification document), agencies will be flagged as “Production Ready” and will receive their Production Digital Key.



QUESTIONS



CONTRACTOR READINESS

Gordon Bunch

**Contract Provider Readiness Meeting
April 1, 2014**



OUTLINE

- Overview
- Readiness Areas
- Readiness Tasks
- Next Steps

WHAT DOES READINESS MEAN

- All changes to business functions and technical processes have been addressed, and training has been completed

KEY READINESS AREAS

1. Required Forms Signed and Returned
2. ProviderConnect Training
3. Trading Partner Agreement – Web Services only
4. Testing – Web Services only



READINESS TASKS

- Handout

NEXT STEPS

- Identify your Readiness Team
- Review the Readiness Tasks
- Develop a readiness project schedule
- Begin readiness tasks

QUESTIONS

