

Contract Providers Transition Team (CPTT) Planning Meeting

Minutes of the May 15, 2007 Meeting

Agenda Item	Discussion	Action Item
Welcome and Introductions	There were new participants at the meeting so all participants were asked to introduce themselves and identify their organization and their status in the EDI process.	
Draft MHSA IT Plan Guidelines	<p>Bob Greenless was unable to attend. The Contract Providers Transition Project (CPTP) Project Manager, Karen Bollow, reviewed the draft MHSA IT Plan and Guidelines handout. The plan described the following:</p> <ul style="list-style-type: none"> • Key elements of MHSA IT Plan <ul style="list-style-type: none"> ○ Electronic Health Records (EHR) as a foundation ○ Provides for consumer and family member access to information that ultimately leads to the Personal Health Record ○ Integration across organizations • Planning Process <ul style="list-style-type: none"> ○ County will develop a three year Program and Expenditure Plan ○ The plan must include a “Roadmap” that delivers the full range of benefits through a series of phased and coordinated projects over time. • Standards <ul style="list-style-type: none"> ○ References existing and emerging EHR standards. ○ References existing and emerging communications and health standards languages standards <p>Meeting is scheduled for May 18, 2007 9:30-12:30 at 550 S Vermont. Comments for the State will be due May 24, 2007. The final MHSA IT Plan Guidelines are due in June.</p> <p>DMH expects to submit their plan in September 2007.</p>	Distribute meeting announcement regarding Draft MHSA IT Plan Guidelines, post to the website and send out an IS Alert.
Review of Meeting Minutes	Karen informed the providers that the meeting minutes from April 10, 2007 are posted on the website.	

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Overview of the new CPTP Website	<p>Karen did a walk through of the CPTP website and pointed out the new features such as:</p> <ul style="list-style-type: none"> • There is a “What’s New” feature • Lesson learned from Five Acres material posted on the website • Presentations & White Papers • State DMH link and pointed out the updated information <p>Karen requested feedback on the website and suggestions on items to include.</p>	
Status of Current EDI Providers	<p>Karen discussed the current status of the EDI providers. She informed the users that the Department contacted the users via telephone and conducted a questionnaire to determine their EDI status. There are fifteen contract provides in EDI production.</p>	Post EDI status handout to the CPTP website
Lessons Learned	<p>Each meeting we will plan to have presentations and discussions with providers that are in transition or have completed their transition to EDI. Kedren shared their experiences with the group:</p> <p>Yamil Kiwan from Kedren spoke about lessons learned.</p> <ul style="list-style-type: none"> • Staff must be computer literate • Facility must have an Information Technology (IT) budget every year • Attend the CPTT workgroup sessions • Listen to what DMH wants. • Do an equipment assessment • Evaluate business process and best practices • Reconciling is important i.e. how many batches were sent and received. 	
Education Planning	<p>Karen informed the workgroup that Outlook Associates will be holding two seminars for the providers on May 31, 2007 and June 5, 2007* at the Los Angeles County Department of Health Service (DHS) Auditorium.</p> <p>*Note: June 5 date was revised to June 7, 2007.</p>	Post seminar outline on the Web and send out e-mail announcement and IS Alert.
Implementation Support	<p>Discussion of the EDI/EHR Readiness Assessment process and overall transition timeline. The Readiness Assessment has been moved to July 2007 due to the recent draft MHSa IT Plan Guidelines release and State feedback timeframe.</p>	

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<p>Communications Planning – What is important to communicate?</p>	<p>Karen led a discussion about communicating to the providers through the website and sending out IS Alerts when there is a meeting or any other important information that has to get to the providers.</p> <p>Suggestion from the group was to setup a CPTP chat for the project. This would allow the contract providers to interactively ask questions and request information from other contract providers. CPTT agreed to follow up with DMH.</p> <p>Suggestion was made that any announcement should be sent via e-mail since the website may not always be reviewed by the providers.</p> <p>CPTP Issues Tracking process is currently being reviewed. More information will be available at the next meeting.</p>	<p>Follow up with DMH on a CPTP chat feature.</p>
<p>Transition Progress – How to Track Progress</p>	<p>The CPTT will be responsible for tracking the progress of the EDI transition for all contract providers. The transition progress reporting is extremely important in order to identify where there are issues with the transition so that immediate steps can be taken to address the issues. We are looking into using a survey tool to provide this information.</p> <p>Draft surveys have been developed and should be available within the next two weeks.</p>	<p>Prepare and issue the surveys for EDI and EHR implementation status.</p>
<p>Open Discussion</p>	<p>An Open Discussion was held with the group. The following items were discussed. Any open items will be added to either the CPTP Issues log or the Frequently Asked Questions (FAQs) on the IS Website.</p> <ul style="list-style-type: none"> • Contract providers are uncertain how to address the IT issues because they do not have IT staff in their organization. Karen responded that this group will be able to assist in that process. The approach selected for EDI implementation will determine what IT staff is needed. Several agencies volunteered to share their IT expertise with other agencies. • What does Certification begins mean? Karen responded that a legal entity must be certified with the County to submit EDI transactions. There is a legal agreement called the Trading Partner Agreement that describes what and how data is exchanged. The process is basically testing transactions to be sure that DMH can process the EDI transactions. • How do you initiate the Trading Partner Agreement? Charlie Diaz from the EDI unit distributed his card to interested agencies and asked the users to 	

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	<p>contact him. The EDI process is on the CPTP website at: http://dmh.lacounty.info/hipaa/cp_SecureFile.htm.</p> <ul style="list-style-type: none"> • What is the level of technical skill that an agency needs to read the website documents? Karen responded that the information is more business level as opposed to technical. The EDI Workgroup website listed above provides more technical information. • What are the differences between a Clearinghouse and an Application Service Provider (ASP)? Charlie Diaz responded that a Clearinghouse typically does all of the data entry and claiming processes. With a web host or ASP product, the provider logs into the internet and does the data entry. This is similar to the current Integrated System (IS) process. • In the evaluation stage of what IT infrastructure will be needed what should be considered? Karen stated that it will depend on the expected transaction volumes, number of clients, clinicians, services performed and claims submitted. 	
Next Meeting	<p>Meetings will be held monthly on the third Tuesday of every month from 9:00 a.m.-12:00 p.m.</p> <p>The next meeting will be June 19, 2007 in Room TBA at DMH CIOB headquarters. The address of DMH CIOB is 695 South Vermont Ave., Los Angeles, California 90005.</p>	Schedule meeting room.

Contract Providers Transition Team (CPTT) Planning Meeting

May 15, 2007 Meeting

Attendees: Contract Providers:

Aristides Ferral	Aurelio Enriquez	Beth Meltzer	Carolyn Chadwick
Chris Stamper	David White	Demetrious Dansby	Fabrizio Conserva
Frank Chargualaf	George Bell	Greg Levine	Greg Stratton
Howard Johnson	Jan Llewellyn	Jay Meyers	Jim Adams
Joseph O'Brien	Juan Piscione	Kari Thompson	Larry Williams
Maria Molleda	Mariam Gonzalez	Mariko Kahn	Marjorie Perez
Martine Singer	Michael Marx	Michele Winterstein	Nancy Fernandez
Racheal Clausen	Raquel Ramirez	Reza Rhoseon	Sally Wang
Seth Bricklin	Sheri Strahl	Sherry Noffke	Shronda Collins
Tanya Mendez	Terry Suo	Tony Wu	Ty Webb
Vatche Kelartinian	Vicki Lau	Wendy Wang	Yamil Kiwan

Attendees: LAC DMH:

Calvin Phun	Charlie Diaz	Karen Bollow	Radmillia Jearman
Rahul Doshi			

Not Present:

Amy Turk	Angela Boyd	Ann Adams	Ari Levy
Bruce Saltzer	Christine Byrne	Deidra Kearns	Donetta Jackson
Earle Charles	Erica Melbourne	Eva McCraven	Fredrick Frank
Fritz Czypull	George Mzrakyan	George Varghese	Helen Morran-Wolf
Holly Carman	Irma Seilicovich	Jamie Faucher	Jamie Gordon
Jan Nolan	Jeff Adler	Jim Sorg	Joanne Buendia
Julie Skillington	Keely McGeehan	Kirlos Guerguis	Lisa Sumlin
Lupe Rosales	Marisa Martinez	Michael Arnot	P. L. Chavez
Pamela Bright	Pat Avery	Paul Wright	Sandra Sternig-Babcock
Sandy Wood	Sara Jimenez McSweyn	Shaun Bourget	Suh Chen Hsiao
Teresa Quijano	Tim Bradley	Tina Harris	Tracey Walker
Vincent Roco			