

MINUTES
Stakeholder Conference Call
April 21, 2006

Attendees: Stakeholders, Regional Community Services Staff, HarmonyIS Milestone Oversight team, HealthCarePerspective LLC team, Mrs. McIntosh-Wilson, and Fordyce Mitchel, Daphne Rosalis

1. Thank you for calling into the seventh conference call on the Mental Retardation Services Information System.
2. Critical Path: Discussion important dates to Phase 1 of the implementation of MRSIS.
 - a. The Business Analysis Document will be approved and signed off on by May 1, 2006. The Business Analysis Document outlines, step-by-step, how to get a person into the MRSIS system, how to apply to the wait list, how to complete the on-line Medicaid waiver documents, how to update the Plan of Care, as well as specifies work flows for both the case manager and the regional offices.
 - b. The tentative date of May 1, 2006 has been set to implement the use of the new Plan of Care format. As soon as the instructions are completed and the case managers have the necessary training we have been given approval by Medicaid to begin using the new format. There are some changes to the POC that includes additional dates and the Choice Statement has been included. Currently, the regional office is reviewing the POC and making comments. After comments have been made the POC will be revised and instructions developed. Case Managers and providers don't need to go out and do a lot of new paper work. If you want you can continue to use the old format until it expires then use this new form. The design is meant to replicate what it will look like in MRSIS.
 - c. We continue to work on new contract language.
 - d. Daphne is compiling the infrastructure survey data. We have about 25 surveys that have come in. For those of you that have not sent the survey in please call if you have questions. Daphne will follow-up with people that have not returned the survey. Some of the most important elements in the survey are to find out if you have DSL or access to high speed internet, how many people use the internal billing system, and if there is a satellite office how billing information is transmitted. We continue to work on the issue of some providers not being able to access high speed internet and need these surveys to help us better understand each provider's business model.
 - e. Internally we will be working on data conversion. We will pull all the data on consumers and providers from all of our sources and put all that data into a neat format so that it can be loaded into the MRSIS system. What that means for you is to expect a spreadsheet from your fiscal managers that asks to identify clients and services that they are currently

receiving so that we can put the prior authorization into the MRSIS system before we go live.

- f. In the month of June the JAD participants will begin to work on screen validation. This is a slow and tedious process to ensure that all screens are working the way they are meant to work.
 - g. Regional meetings in an open forum format will tentatively begin in June. The regional meeting is in response to the overwhelming number of providers that asked for a site visit. The intent is to answer as many questions as possible during the regional meeting and if a provider wants an individualized meeting at their site then we will go out and visit at that time.
 - h. In July we will begin to identify pilot sites for the claims portion of MRSIS. The pilot sites will test the system to ensure that it is working correctly. Some of the criteria for choosing the pilot sites include: ways that provider bills (i.e. 837 versus direct entry), diversity of internal software programs (i.e. CMHC and ECHO), scope of services provided, and reach of services over a geographic location. There will be a small number of pilot sites probably not over 4.
 - i. Internally in August we will begin the user acceptance training and that will include a few people from the regional office and central office. Also, we will be developing the policy and procedure manual for MSIS. This will outline in depth how to use the MRSIS system.
 - j. September the pilot sites will be trained in Montgomery for claims submission. Also, these pilot sites will send claims to be tested.
 - k. In November there will be a go live for the regional offices and central offices.
 - l. November 27-December 23 end user training will begin for MRSIS. Training will be done regionally.
 - m. January 1 will be go live for Phase 1 MRSIS for providers claims entry.
 - n. Following the go live for claims case management will begin training for their portion of MRSIS (i.e. application to wait list, waiver enrollment paperwork, and Plan of Care).
3. Fordyce will be working on the MR waiver amendment and will be focused on that for most of the month of May.
 4. Are there any questions?
 - a. Does this case management training have anything to do with the on-line case management training that is on the web? I haven't looked into it because there is not a supervisor's preview.
 - b. On the spreadsheet that the fiscal managers sent to us regarding client services, do we need to include targeted case management in our list of services for waiver consumers? I noticed that targeted case management was listed for state only funding.
 - c. When factoring units for day habilitation do you want us to include the absentee factor?

d. Will the copy of the new plan of care be on the web site in May?

5. The time line will be posted on the web so everyone can keep track of the progress that we are making. Thank you for participating. The next conference call will be May 5, 2006.