



Encompass Implementation Committee (EIC)
Meeting Minutes
 2-20-08; 1-3p; Towner II, Veronica Walker/Webcast

J. Kearney, **K. Sackett** (via conf. call from Saginaw), **L. Tilot** (via conf. call from Saginaw), **C. Akerley**, J. Capobianco, **K. Dettling**, S. Langenstein, **L. Brown**, K. Gauthier, **D. Healy**, **T. Sharp**, **T. Roberts**, E. Kurtz, **M. Harding**, **J. Baltzell**, **W. Cadieux**, G. Harris, **D. Healy**, J. Nelson, J. Heinlein, S. Wiland, **T. DeRose**, **J. Sproat**,
 (Bolded name indicates present at meeting; non-bolded name indicates absent at meeting)

| AGENDA ITEM | DISCUSSION POINTS | ACTION/OUTCOME | RESPONSIBILITY |
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| Approval of Minutes (ACTION): | No minutes were available to review for this meeting. | | |
| Additional agenda items | There were no additional agenda items. | Agenda approved without additions. | |
| EIC Project Review: | <p><u>PCE Overview</u> Multiple Modifiers turned into a big project. PCE has dedicated another programmer to our projects. Peter can't commit to getting back on track until at least April 2008. Sven indicated there would be no new development for at least two weeks.</p> <p><u>Firewall</u> Chris A. reported they are still breaking down barriers between counties so that a record moves with the consumer. They are continuing to meet and it has been decided they are not using St. Clair's Model. Hopefully they will have something in April.</p> | | |

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| <p>EIC PROJECT REVIEW CON'T</p> | <p><u>Saginaw Issues</u> Providers couldn't see trying to get 10 people on line to scan in Incident Reports. Faxing in incidents reports is being looked into which could include setting provider up with scanning capabilities but then the question becomes – who would support them? The group felt that, if they got Synod on board, others would fall into line.</p> <p><u>IR PI Plan</u> Brought to the Directors Then, in March, need to meet goal of under and hour. Mike stated he needs data within three weeks to report to the directors.</p> <p><u>PRU</u> There were changes from Saginaw. Sven has them and it should take two to three weeks to be done. Final changes waiting for audit tool and tracking training. Saginaw is work on the audit tool.</p> <p><u>Jail Diversion</u> Additional Programmers were added to the project to work on the program.</p> | | |
| <p>Maintenance Items:</p> | <p>Mike reported that things should be moving again with new people. He reported that Sven had stated that when he programmed the Nurse's Assessment, he didn't include Saginaw in the testing. Mike said he hasn't spoken with Kathy R. about what our position is on this.</p> | | |
| <p>PDF Version control for all documents</p> | <p>If there are no authorizations in the system, the doctors can't sign. EIC Recommends putting a group together to revisit.</p> | | |
| <p>Policy for E-Record</p> | <p>The draft policy for the E-Record was distributed and the there was a lengthy discussion on the language. Jackie S. recorded all the suggested corrections and will revise the policy according. She will use standard definitions throughout the policy</p> | <p>Jackie Sproat will do the revisions.</p> | |

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| | and then bring it back to the committee. | | |
| EIC Use of WIKI (update) | It is not happening yet. One production server was purchased. | | |
| Family Plan discussion | Against all possible efforts testing was not adequately performed. The testing process needs to be more formal. It may be back to the drawing board for this project. | | |
| Meeting Frequency and committee name change. | Mike asked the group if they would like to meet quarterly and update thru emails. There was no immediate decision made to change the meeting schedule, so it will be an agenda item next time. Jackie asked that forms, agendas, and anything that needed a decision be sent before the meeting. Mike also talked about a name change for the committee due to the fact it is not as powerful as when it was implementing. There was no immediate decision on this either so it will be discussed at the next meeting. | | |
| Next meeting | Wednesday, March 19, 2008 - 1-3pm in VW Room | Agenda Items | |