



Community Mental Health Partnership
OF SOUTHEASTERN MICHIGAN

Encompass Implementation Committee (EIC)
Meeting Minutes
 9-17-08; 1-3p; Towner II, Veronica Walker/Webcast

K. Sackett, Gary (via conf. from Saginaw), C. Akerley, K. Dettling, S. Langenstein, D. Healy, **T. Sharp**, **E. Kurtz**, **M. Harding**, **J. Baltzell**, **W. Cadieux**, **D. Healy**, J. Heinlein, T. DeRose, **J. Sproat**, **M. Hoffman**, **Tammy Stetten**, **A. Yu** Total Attendance: 10
(Bolded name indicates present at meeting; non-bolded name indicates absent at meeting)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
Approval of Minutes (ACTION):	<ul style="list-style-type: none"> Minutes were reviewed and correction was noted. 	Correction on page 3: Satisfaction survey was up in most categories.	AY: Fix error and post on website.
Additional agenda items	<ul style="list-style-type: none"> SA disability designation. EIC charges and direction as a result of AEC's feedbacks. 		
Updates on meeting with PCE	<ul style="list-style-type: none"> Mike, Jackie and Matt met w/ Sven on Monday to talk about set production and estimated testing date. 	Better communication between WCHO, Afia and PCE on future testing and production plans.	
Feedbacks from AEC	<ul style="list-style-type: none"> There were concerns about prioritization of projects. Some projects that AEC wanted as a higher priority didn't materialize. From now on, AEC will be prioritizing projects. Future changes in prioritization will need to be approved by AEC. 	<ul style="list-style-type: none"> Awareness that there can only be limited modules in development, testing and production at any time period. 	
EIC New Project Review (discussion)	<ul style="list-style-type: none"> EIC reviewed sheet on "Set Production Dates and Estimated Testing Begin Dates": <ul style="list-style-type: none"> This Friday, SA Disability Designation & Provider Batch View will be in production 9/30 - Removal of "Unknown" choices 10/31 - Personal Health Rev Changes to disease management. 10/31 - Dawn Farms' SA enhancements 11/1 - SA Women & Family EIC feedbacks on production and testing dates: 		MH: <ol style="list-style-type: none"> Update testing dates for modules when there are more info from PCE (e.g. Personal Health Rev., SA Ability to Pay)

	<ul style="list-style-type: none"> ○ Testing dates are very tentative due to variables involved. One of the variables is waiting for feedbacks. ○ Sven is still involved in fixing glitches after production rollout. ○ Bottleneck seems to be caused by having only one programmer at PCE devoted to our projects. Sven is involved in many aspects of coding and debugging. Having more programmers is probably not possible at present. ○ Clinical folks have data clean up duties but they don't have the right tools to get the job done. If support can be given, clinical care's satisfaction survey may increase. <ul style="list-style-type: none"> ● PCP (not a new project) ● CIELO (new project for the Packard clinic) <ul style="list-style-type: none"> ○ Ken is the programmer for this project ○ Disease management that incorporates a nice search for disease registry ● Personal Health Review Enhancements ● NCQA Enhancements (G&A, Urgent & Emergent, etc) ● Clinical Efficiencies <ul style="list-style-type: none"> ○ Parts of this is included in other modules ● SAL Spanning multiple days <ul style="list-style-type: none"> ○ Not a new project but a new field will be added in the form ● Adjudication back end cleanup <ul style="list-style-type: none"> ○ This part needs to be updated before the rest of the modules in Encompass can be updated. ● Access assessment enhancements <ul style="list-style-type: none"> ○ Changes requested are more maintenance items ● Diagnosis code: CSTS is putting in SA 		<ol style="list-style-type: none"> 2. Facilitate communication on the workflow process between PCE, EIC and AEC. 3. Ask Peter Chen to come to EIC. Performance based contract for next year is a possibility.
--	--	--	---

	diagnosis codes. Specifiers are based on AXIS I.		
JCAHO Findings	<ul style="list-style-type: none"> Livingston was cited for trailing zeros. Instead of “12.50”, it should be “12.5” Zeros should be place on the left side of the decimal to reduce medication errors. “0.1” is correct but “.1” is not right since it is not as clear. 	<ul style="list-style-type: none"> National Patient Safety council mandates that zeros need to be in strategic places to reduce med errors. 	MH: Inform PCE about JCAHO finding at Livingston.
EIC Charge/Workplan (discussion)	<ul style="list-style-type: none"> What’s the purpose of EIC? Possibilities: <ol style="list-style-type: none"> Use EIC to connect to other committees and get their feedbacks on projects affecting them. Assessment of present and future projects. 	<ul style="list-style-type: none"> Since AEC will be setting priority now, need to look at new roles. Tabled until all counties are present. 	
Missing QI Data Elements (Removal of “Unknown” choices)	<ul style="list-style-type: none"> Radio button can’t be de-selected. Wrap-around is for kids. Make it “No” for adults “NA” translates to unknown for Sven and the state is not accepting this. Total Household income is a valid question not related to Ability to Pay. Create these fields into the demographics to populate these from the financial records. 	<ul style="list-style-type: none"> Liaisons, please tell staff/clinicians that as of 9/30/08, unknown choices will be removed. 	ALL: Communicate to your staff about this project. This is located on the Demographics screen.
Menu Cleanup	<ul style="list-style-type: none"> Jackie briefly discussed the simplification process 	<ul style="list-style-type: none"> If needed, discuss this at next EIC meeting. 	
PCE Collaboration Group	<ul style="list-style-type: none"> Members of this group consist of PCE users who meet once a month to discuss pro/cons of current Encompass modules and how a county can benefit from the experiences of another county using Encompass. 	<ul style="list-style-type: none"> For WCHO, it looks like the Appointment module may not be worth the investments due to the 6-8 months of programming involved. 	MH: Keep EIC informed about relevant issues.
MIMA	<ul style="list-style-type: none"> Will be the standard for the state in 2010. MDCH, JCAHO requirements are built in MIMA and it also includes evidence based practices 		
Updates:	<ul style="list-style-type: none"> On Oct 1, 2008 Washtenaw county users can access the Encompass Helpdesk directly. 	Add Pat Cowan to be Jan B.’s replacement and remove Jan’s name from the email list.	MH: Update EIC email list.

Next meeting		<u>Agenda Items:</u>	
--------------	--	----------------------	--