



Network Management Committee (NMC)  
**Meeting Minutes**  
September 13, 2007; 1:30-4:00 LLRC

**K. Gauthier, G. Noel, T. Neville, S. Dunbar, R. Green, M. Miller, H. Linky, M. McLain, M. Vergith, S. Reitmeier, Anne Yu (Guest: Mike Harding)**  
*(Bolded name indicates present at meeting and non-bolded indicates absent at meeting)*

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
<b>I. Check In and Approve Agenda/Minutes</b>	<ul style="list-style-type: none"> <li>• <b>Agenda additions/deletions</b></li> <li>• <b>Minute changes</b></li> </ul>	<p><b>None</b></p> <p><b>No changes needed.</b></p>	
<b>II. Encompass Demo</b>	<ul style="list-style-type: none"> <li>• The Committee discussed the best date to begin testing the revised module. Mike will go to each affiliate to observe the contract entry process:               <ul style="list-style-type: none"> <li>○ Monday, 10/15: Monroe will begin entering contracts for each panel type. RG will attend to identify any potential problems with WCHO contract entry. It was noted that we need to resolve HD modifiers.</li> <li>○ Tuesday, 10/16: PRU (in the morning)</li> <li>○ Wed, 10/17: Livingston</li> <li>○ Thur, 10/18: Lenawee</li> </ul> </li> <li>• Notes about testing:               <ul style="list-style-type: none"> <li>○ Do not enter new contracts during testing. They will be gone once it goes live and will then have to be re-entered.</li> </ul> </li> <li>• There was a question about payment of Holiday rates for respite nursing providers. All counties except Monroe pay time and a half on state-determined holidays (we receive time and a half reimbursement when we bill the state for services provided on these days).</li> <li>• There were questions about “Auth Types”, as these relate to clinical staff’s authorizations. If a CSM pulls up a client, based on MI or DD, appropriate providers will be displayed.</li> </ul>	<p>An email will be sent out prior to 10/15, giving passwords for the Test Mode on Encompass.</p> <p>Monroe will pay consistently with the rest of the affiliates. Claims will be automatically adjusted for MDCH approved holidays, so no holiday modifier is needed in the contract.</p> <p>Because “child waiver” is a separate Auth Type, if a provider serves CW and also non-CW consumers, the contract will have to</p>	<p><b>Mike</b> will send email.</p> <p><b>Mike</b> will ensure that respite nursing is paid at time-and-half on holidays.</p>

	<ul style="list-style-type: none"> <li>• In Services Section: <ul style="list-style-type: none"> <li>○ Available services are listed but will be removed.</li> <li>○ Sort options for Effective date, etc. are added</li> <li>○ Available services: must check MI or DD box to have appropriate providers displayed.</li> <li>○ Auth Type: CW, Clubhouse, OBRA, FI, Respite, Lang. Services, etc.</li> <li>○ PI section can be removed.</li> <li>○ Fee schedules are located in Services and will be separate from the contract, so they will only be changed as needed (rather than having to update the fee schedules annually).</li> </ul> </li> <li>• Agreements: <ul style="list-style-type: none"> <li>○ Sort options for Effective date, etc. are added.</li> <li>○ A calendar has been added.</li> <li>○ Move "PO" information to the finance screens, since Finance staff complete this info, not contracts staff.</li> </ul> </li> <li>• Staff Section: for providers to enter their staff info (for IR section, ORR section).</li> </ul>	<p>be entered twice (once as "CW" Auth Type and once with another Auth Type –for ex: "Respite").</p> <p>"Auth Type" list should be reviewed and updated.</p>	
<p><b>III. Contract Builder Demo/Training</b></p>	<ul style="list-style-type: none"> <li>• Vendor ID, Name, CPT/Rev, Rates, Provider type, User Def. Segment, Contract ID (will print on each contract)</li> <li>• Staff Processing Contract: need to be able to enter different PRU staff.</li> <li>• Each new Vendor ID will trigger a new contract. Unique for each provider. Will print on each page.</li> <li>• Master Set Up: (Click on Protected: type in password)</li> <li>• Contract Articles</li> <li>• Contract Type: select from COFR, MHP, FI, Hospital, LIP, etc.</li> <li>• Provider Type: enter numbers as agreed for contract types in Encompass (ie, #34 for in-network Hospital).</li> </ul>	<p>Need a check box to not print contract #, if it will be generated later. Only Vendor # will be on contract.</p> <p>Committee members would like to meet as a group to work on 07/08 contracts, which should be more efficient because Gerry can give instructions to everyone at once and problems can be addressed collectively.</p>	<p><b>GN:</b> Will follow up with programmer.</p> <p><b>AY:</b> Book LLRC computer lab for Thurs, 9/20/07 to work on the contract builder.</p>
<p><b>IV. Q&amp;A / Info Sharing</b></p>	<ul style="list-style-type: none"> <li>• Tabled.</li> </ul>		
<p><b>V. Update from CLS Summit</b></p>	<ul style="list-style-type: none"> <li>• Kelly provided an update on the CLS Summit. The project completion date is scheduled for Oct. 1, 2007, with a report to the regional PI Committee in November. <ul style="list-style-type: none"> <li>• Std. Assessment Tool is being developed; will generate a worksheet for providers, detailing the specific CLS services that each consumer needs.</li> <li>• Providers will be paid by staff hours, but will report</li> </ul> </li> </ul>	<p>IM, finance (claims), PRU and local liaisons need to be at the training.</p>	<p><b>KG:</b> Will keep the Committee updated as the project moves forward</p>

	<p>services provided per consumer, so MDCH data will be accurate. Auths will be based on each consumer's assessment and individualized (not site-based). If a consumer moves, his/her CLS hours will follow.</p> <ul style="list-style-type: none"> <li>• Livingston providers are already using this system under a pilot project.</li> <li>• Utilization Management can review data to see if auth hours match the actual hours of care provided.</li> <li>• SALs and progress notes will be tied to a PCP goal in the future.</li> <li>• All CLS providers must document correctly to show that services were provided as authorized.</li> </ul> <ul style="list-style-type: none"> <li>• Rollout to providers will have to include trainings, and should include sample documentation that providers can use to track services provided to each consumer.</li> </ul>		
<p><b>VI. Next meeting</b></p>	<ul style="list-style-type: none"> <li>• <b>September 27, 2007 (LLRC), 1:30-4:00</b></li> </ul>	<p><b>Agenda Items</b></p> <ul style="list-style-type: none"> <li>▪ Q&amp;A / Info Sharing Items</li> <li>▪ <i>NOTE: Bid Waiver &amp; Accreditation Wavier lists for FY07/08 -due 10/11</i></li> </ul>	