

IDS Meeting Minutes
September 10, 2007
11:00am – 1:00pm

Present: Rod Calkins, Marion County; Ron Lagergren, CAPS; Bob Hammond, CAPS; Debby Davis, Catholic Community Services; Lona O'Dell, The Children's Guild; Marybeth Beall, Marion County; Paul Logan, Northwest Human Services; Terry Dethrow, New Perspectives; Tim Markwell, New Perspectives; Patricia Tucker, Valley Mental Health; Erin Horst, CAPS; and Steve Kuhn, New Solutions

Absent/Excused: Patrick Brodigan, CAPS; Geoff Heatherington, Polk County

Guest: Cynthia Leigh-CBH and Rita Glass-CCS

Meeting called to order at 11:10am

I. Announcements:

- ❖ Tim-hired a new child nurse practitioner, Anna Long
- ❖ Lona-there will be a fund raiser on 9/21 at Children's Therapy Center, she will send out an informational flyer to the group
- ❖ Marybeth-introduced Cynthia the supervisor for Children's Behavioral Health (CBH) as a guest and announced that there is a possibility that a child psychiatrist will start 10/4
- ❖ Paul- a surprise Joint Commission started this morning
- ❖ Ron-Handed out a report by agency on assessments only. Currently, there is not that many. In the new system they will not count against each agency's numbers. If anything beyond an assessment code is billed, it will not be considered assessment only. These numbers will be monitored monthly so the dollars can be accounted for. This information will be used in creating next year's budgets.
- ❖ Ron-Should only the directors attend the IDS meeting or should each agency bring appropriate staff?
 - After a group discussion, it was decided to leave it open to each agency if they want to bring other to the meetings. If an agency decides to bring extra people, they will need to email Doris at least one week before the next meeting at dreyes@co.marion.or.us
- ❖ Ron-MC has received new money for A&D services; the money will be distributed through CAPS. There is approximately 1 million dollars. This new money is for indigent clients and specifically for the treatment of parents who have children in placed into DHS custody or are involved with DHS.
- ❖ Marybeth-there is confusion on when clients have to be closed. Ron will speak with Dean regarding what the actual "close" date will be. He will email the information to the group.

- Debby Davis- it is important for everyone to work as a team to curve the communication problems and suggested that everyone get information at the same time.
- ❖ Rod-The Center for Medicaid and Medicare Services (CMS) review will be in 2008, he is uncertain how intense the review will be. In the past, the reviews have been very intense; the reviewers are very picky and will be looking at charts for anything out of place. They will also be looking for missing treatment plans, any dates that are off and if they can read what has been written. Rod plans on looking at the system and find the holes and/or errors, to get a plan of correction in place. He also will also have a consultation on how the CMS audit form is used.
- ❖ Rod-The new providers will start October 1, 2007
- ❖ Marybeth has some questions regarding the new system, she will email Ron the questions, and he will answer them and then send out to everyone for input. If anyone else has questions, email Ron or add them to the email that Ron will be sending out.

II. Minutes Review – All

- ❖ The minutes were approved with no changes.

III. No Shows-how to handle and track as a system - Ron

- ❖ Ron- As a group how do we manage no shows?
How do we track no shows?

Terry- in the past there was a ‘dummy’ code BCN04 that was used for no- shows. When pulling reports, using this code helped to show how many no- shows an agency had.

- ❖ A suggestion was that CAPS be the 3rd party contact to talk to clients that no-show and possibly interview the client/s to resolve the problem. Ron stated that before he agreed to that he would need to know the scope of the problem to determine how much staff time it could take. It is important that the solution fit the problem.

Everyone agreed that starting October 1, 2007 each agency will report no-shows and that the previously developed code, BCN04 will be used.. This will help with looking at future budgets and system as a whole, this will be tracked monthly and things will be adjusted as needed.

No shows, if closed and the client comes back, does not count as a new unique client.

- ❖ Ron would not object for CAPS to case manage no-show clients but before this could be implemented he would need more information and data.

IV. New Reports Final Review – Erin/Ron (see handouts)

- ❖ Erin gave a brief description of how the reports will look and what information it will have.
 - The bottom half of the first page there will be the number of unique clients open/closed on a monthly basis
 - The second page show the number of claims paid by month, annual, dollar per client and by age group. It also shows the number of claims submitted.
 - Page four is the tracking by diagnosis, by age and by agency
 - Page five has the tracking by location and ethnicity, at the beginning of the new year the reports will be by agency and later down the line there is a possibility for the reports to be done as a group.

Group discussion:

After discussion it was agreed that everyone would like to see open clients per month along with how many open and closed clients they have “rolling open number”.

The stars and rockets will continue.

The assessments only, meds only and the no shows are not currently on the reports but can be added.

Next meeting: October 8, 2007.

Meeting Adjourned: 1:17 pm

Minutes prepared by: Doris Reyes