

Mental Health Call Minutes

11/19/2015

Attendees

- Central Office: Sue Wherry, Seth Schrieber
- Region 1: Holly Morganstean, Mary Payton, ~~Holly Bonwell~~
- Region 2: ~~Joyce Lyons, Sheri Owens,~~
- Region 3: Sherri Edwards, ~~Jaime Ward, Heather Taylor~~
- Region 4: ~~Jennifer Burlage,~~ Kari Portales, Julie Matta, Teresa Shackelford
- Region 5: Sally Bryan, ~~Pam Shropshire, Scott Rasmussen~~
- Region 6: Sue Chadwick, Cindy Wilson, ~~Michele Osmond,~~ Paula Miller,
- Region 7: Randy Rodriquez, Danielle Stohl
- Hub Admin: ~~Tracey Sessions, Gina Westcott, Todd Hurt~~

Update:

We have 2 new Program Managers in Central Office.

Policy Unit Program Manager is Treena Clark

Automation Program Manager is Seth Schrieber

Michelle Buskey has been promoted to WITS Supervisor and

Robert Willingham has been promoted to Data Supervisor

SSRS Reporting:

SSRS 3.0 will be updated in WITS on 12/1/15. You will still be able to access your reports that have been built in the earlier versions. If you need assistance editing a report or creating new reports, Please email Robert at: WillingR@dhw.idaho.gov
At this time we do not have training available on the new functionality. FEi has stated they will be providing a guidance document in the near future.

WITS Release Notes:

Recent release notes have been posted on WITS.Idaho.gov under Mental Health

EA Staff Module in WITS:

Demonstrate new functionality for staff Module in WITS scheduled to release to Production 12-1-15.

Change to Log-in. When Logging into WITS, you will now enter User ID, Password and PIN on the initial screen:



Idaho WITS UAT

Web Infrastructure for Treatment Services

Login

User ID

Password

Pin

[Forgot Password?](#)

Powered by

To access Staff profiles, Select Agency, Staff Members:

User: Wherry, Sue | Location: IDHW, I

Home Page

Agency Contacts

▼ Agency

▼ Agency List

▶ Agency Profile

Aliases

Contacts

MU Query

▶ Governance

▶ Relationships

Announcements

▶ Referrals

Removed Consents

Wait List

Deleted Clients

GPRAs Discharge Due

GPRAs Follow-up Due

▶ Facility List

Staff Members

▶ Tx Team Groups

▶ Drug Screening

New Staff profile Screen:

18.2.0
WITS Idaho-WITS UAT Logout

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell Snapshot

MENU Q Staff Member Search

Search Advanced Search Create New Staff Member

Search...

Showing 1-50 of 56 Previous 1 2 Next Select Columns Select View

First Name	Last Name	Agency	Email	Identifier
Heather	Taylor	IDHW, DBH, Region 3	TaylorH@dhw.idaho.gov	HTaylor
Penny	Dunham	IDHW, DBH, Region 3	DunhamP@dhw.idaho.gov	PDunham
Brian	Frasure	IDHW, DBH, Region 3	FrasureB@dhw.idaho.gov	BFrasure
Kathy	Curtiss	IDHW, DBH, Region 3	CurtissK@dhw.idaho.gov	CurtissK
Sue	Wherry	IDHW, DBH, Region 3	wherrys@dhw.idaho.gov	3wherrys
Honorable	Judge	IDHW, DBH, Region 3	jennifer@dhw.idaho.gov	HJudge616
L.Mark	Kimsey	IDHW, DBH, Region 3	KimseyM@dhw.idaho.gov	LKimsey624

To Add the staff Credentials so they populate on the electronic signatures:
 Hover over the pencil icon to the left of the staff name and select View Profile:

	L. Mark	Kimsey	IDHW, DBH, Region 3
	Monica	Fry	IDHW, DBH, Region 3
	Jose	Valle	IDHW, DBH, Region 3
	Susie	Cue	IDHW, DBH, Region 3
			IDHW, DBH, Region 3

Lock **Reset Credentials** **View Profile**

From right-hand menu select: Add Professional Qualification

18.2.0
WITS Idaho-WITS UAT Menu

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell

MENU Back to Search Staff Member Workspace EDIT

Profile »

Employment Profile
 User Account
 Facility Assignments
 Access Categories
 Professional Qualifications
 Contact Information
 Check List Items
 Domains

Profile

Cue, Susie
 Female
 Date of Birth:

Employment Profile

Job Title: Staff Member Type: **Clinical Staff** Employment Type: Employment Date Range: **01/02/2013**

Full Time Equivalent:
 Taxonomy Type:
 Taxonomy Classification:
 Taxonomy Specialization:

Relationships:
 Relationship to this Staff Member: **Clinical Supervisor** Related Staff Member: **Staff, Sam**

Additional items

- > Define Employment Profile
- > Manage Accounts and Roles
- > Add Facility Assignment
- > Add Access Category
- > Add Professional Qualification**
- > Add Email
- > Add Phone Number
- > Add Address
- > Add Identifier
- > Add Language
- > Add Checklist Item
- > Add Relationship
- > Add Training
- > Add Note
- > Add Domain

In the Pop-Up box note the Category and Type both have a Red Line at the right-hand side of the drop down menu indicating they are Required fields.

Category: Select

Type: Select

Issuer Name:

Include in Display Name

Effective: - Has end date

Save Cancel

From the drop down menu select the appropriate selections, place a check-mark in the box to "Include in Display name", enter the Effective Date and save:

Category: License

Type: Licensed Clinical Social Worker

Issuer Name:

Include in Display Name

Effective: 11/02/2015 - Has end date

Save Cancel

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell

MENU Back to Search Staff Member Workspace EDIT

Profile »

- Employment Profile
- User Account
- Facility Assignments
- Access Categories
- Professional Qualifications
- Contact Information
- Check List Items
- Domains

Profile

Cue, Susie, LCSW
Female
Date of Birth:

Employment Profile

Job Title:	Staff Member Type: Clinical Staff	Employment Type:	Employment Date Range: 01/02/2013
Full Time Equivalent:			
Taxonomy Type:			
Taxonomy Classification:			
Taxonomy Specialization:			

Relationships:

Relationship to this Staff Member:	Related Staff Member: Staff, Sam
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Additional items

- > Define Employment Profile
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- > Add Checklist Item
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- > Add Training
- > Add Note
- > Add Domain

A copy of the EA User guide is also attached to the email copy of these notes for further assistance with the changes in functionality.

MH Billing:

We are very close to finalizing an Automated report for MH Billing. For this report to be accurate, the Data entered into WITS must be accurate and up to date. I pull the report once a month on or about the 10th of each month. The following areas/fields have been identified as problematic. Please have these items reviewed and updated prior to 12/10/15. I have included the Guidance documentation for the updates.

License#/NPI#'s :

License Numbers Entered into WITS – The revenue unit indicated for the staff who are entering billable encounters and do not have an NPI #, we can use a state License #. Regions were asked to review staff profiles and verify the license # and expiration date is current in WITS. In a closer review of the Staff profile screens in WITS there is not an option to enter the License # on the “Staff Qualifications” page under the type of License and the expiration date.

The screenshot displays the WITS interface with a left-hand navigation menu and three main content sections: Licenses, Certifications, and Degrees. The 'Staff Qualifications' menu item is circled in red. A red arrow points from the 'Licenses' table to the 'Certifications' table.

Licenses		
Actions	License	Expiration Date
	LCSW	8/9/2016

Certifications			
Actions	Certification	Expiration Date	Certification Date
	Designated Examiner	7/13/2014	6/14/2010

Degrees		
Actions	Degree	Date Earned
	Master of Social Work	6/12/1992

Training

- Home Page
- Agency Contacts
- ▼ Agency
 - ▶ Agency List
 - GPR A Discharge Due
 - GPR A Follow-up Due
 - ▶ Facility List
 - ▼ Staff List
 - Staff Profile
 - Contact Info
 - Staff Assignment
 - Staff Language
 - Staff Qualifications

Staff Licenses for [redacted]

License: **LCSW**

Expiration Date:

- ICADC
- Medical Doctor
- PA-C
- ACADC
- CADC
- CCS
- FNP - Family Nurse Practitioner
- ISAS
- LCPC
- LCSW**

Because of this please enter staff license numbers on the staff profile page in the NPI# Selection as indicated below.

Staff Profile

First Name: **Jane** Middle: Last: **Doe**

Prof. Credentials: **LCSW** Gender: **Female** DOB:

Taxonomy

Category: Sub-Category: Specialty:

Email: **DoeJ@** Job Type: **Clinician**

Social Security: Clinical Supervisor:

National Provider ID: 0000001234 Manager Name: **Banta, Larry, MD**

Title: Employment Type:

Start Date: **04/01/2014** End Date:

Dev Plan Date: Perf Rev:

Last TB Test Date:

Policies & Procedures Manual Reviewed?: **Yes** Background Check Outcomes Acceptable?: **Yes**

Required Background Checks Completed?: **Yes** Last Performance Appraisal Process Participation?: **Yes**

EXAMPLE:
 License # for this staff is LCSW1234
 an 11 digit # is required for this field. Use "0's" for
 the 1st 7 digits adding the 4 digits from the
 License # at the end

Ask the nursing staff for their NPI #, If they do not have an NPI #, Enter their license number in the same manner as the clinicians (using 6 "0's" in before license # instead of 7)

Medicare Identification –
Entering/Identifying Medicare Insurance in WITS

Over the past year as we have been actively billing for MH Services, we have encountered some inconsistencies with the information entered into WITS. Some regions are entering Medicare coverage plans while others are not. The revenue unit has been processing the billing and has received several notifications back stating the Insurance coverage is a Medicare plan. I was informed “ in the CMS guidelines, as a government provider we are excluded from the Medicare program (with a few exceptions). By extension, we can’t bill advantage plans either”.

We have created an option in the client Group Enrollment drop-down for **ALL** Medicare policies(because we cannot bill them, it is not imperative that they be listed individually). :

In the **Payor Type** Select Medicare

In the **Plan-Group select** DHW-Medicare

Payor-Type Medicare

Plan-Group DHW-Medicare-Medicare...

Payor Priority Order 1

Policy # xx111111

Coverage Start 10/1/2014

End

Payment Scale

Eligibility Category

Relationship to Subscriber/ Responsible Party Self

Subscriber/ Responsible Party:

First Name

Middle

Last Name

Birthdate

Gender

Subscriber # cc2222222

Address 1

Address 2

City

State

Zip

This allows the regional staff to document the client has Medicare Insurance, While allowing the revenue Unit a method for identifying the Medicare policies entered in WITS.

IF a client has more than one benefit plan, **The Priority Order** can be modified. For Example: a client with Medicare and Self-Pay (and a fee Percentage obligation) would have the Self-Pay as Priority 1 and Medicare as priority 2.

Benefit Plan/Private Pay Billing Information

Payor-Type: Medicare
 Plan-Group: DHW-Medicare-Medicare-...
 Payor Priority Order: 1
 Policy #:
 Coverage Start: 9/1/2015
 End:
 Payment Scale:
 Eligibility Category:
 Relationship to Subscriber/ Responsible Party: Self

Subscriber/ Responsible Party:

First Name:
 Middle:
 Last Name:
 Birthdate:
 Gender: Male
 Subscriber #: 0231589
 Address 1:
 Address 2:
 City:
 State:
 Zip:

The DHW-Medicare plan has been created in WITS for all regions. If you identify a client as having Medicare, Please update the client group enrollment. Documenting Medicare coverage in WITS is not a requirement but a tool for the Regional staff to tracking clients coverage if desired.

Client Group Enrollments - Requested Client Group Enrollments be Updated prior to 12-10-15

3 Active Payor Plans for Self Pay bills the client 3 times for the same service

Actions	Priority	Plan	Group	Contract	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date
	1	Self-Pay	Self-Pay				3/20/2014	
		Self-Pay	Self-Pay				7/11/2006	
		Self-Pay	Self-Pay				3/27/2014	

2 Open active Payor Plans require Staff to Choose which plan to apply to each Encounter

Actions	Priority	Plan	Group	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date	
	1	Blue Cross of Idaho, PO Box 7408, Boise, ID 83707	Blue Cross of Idaho, PO Box 7408, Boise, ID 83707		KIB669A7726	Ranslam, Shawn	1/1/2014	
		Self-Pay	Self-Pay			Ranslam, Lori	9/18/2009	

Selecting Client Group Enrollment when releasing Encounters- **IF** Client Group enrollments are updated (having only 1 payor plan in Active status) the staff will not be required to 'select' which plan to use. IF the client has more than one payor plan, the staff should be notified which one is Primary.

Crisis Program Enrollment:

This was discussed and agreed upon by all regions on the October call. Before implementing the new Program Enrollment in WITS, Jamie recommended we send the information to the Policy unit to assure we would be in compliance. Hopefully we will have a decision by the next call on 12/17/15.

Add New service for Vouchers: Collateral Contact

Danielle presented the request to add the new service. When asked if there are any objections to adding this service none were voiced on the call. We will move forward with adding the new service.

Other: