

Mental Health Call Minutes

8/20/2015- **UPDATES**

Attendees

- Central Office: Sue Wherry
- 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, ~~Scott Rasmussen~~
- Region 6: Sue Chadwick, ~~Cindy Wilson~~, ~~Michele Osmond~~, Paula Miller
- Region 7: Randy Rodriguez, Danielle Stohl
- Hub Admin: ~~Tracey Sessions~~, ~~Gina Westcott~~, ~~Todd Hurt~~

WITS Release Notes: 17.25 currently in the Idaho Training Site

Bugs that will be fixed in this release:

- Vital Signs : Clicking 'Finish' does not return user to the previous screen- Bug is now fixed.
- Tx Plan: The Field Label "My strengths, resources, and abilities for this area are:" is missing on the Tx Plan for only Mental Health clients - Bug is now fixed.
- Diagnosis List: Credentials are not showing up next to the staff name – Bug is now fixed.

Enhancements:

- Diagnosis: Implement Support for DSM 5\ ICD-10
- A brief overview of what the change will look like was presented. Followed by a questions and answers about the functionality. The Central Office QA team will be providing a Clinical Training for the upcoming DSM 5 changes in September. Sue will be facilitating the trainings for DSM 5 functionality changes in WITS and has provided the scheduled dates and times for those trainings. The current target date for the 17.25 release in the WITS production site is 9/28/15.

Upcoming WITS Enhancements:

The following items enhancements are pending approval for updating in WITS. If anyone has comments, questions or feedback we can either discuss it during the call or you can send your comments or questions via an email to the WITS Help Desk .

17764 - Encounter: Expose Group Session ID and Session Start Date -

When an encounter or note is created from a session, display the session ID and the session start date in read-only on the encounter or note screen. This allows us to determine if the note was created from a Group Session or an Encounter allowing more accurate reporting of total note duration for individual staff.

Feedback:

Does this also Include Misc. Notes? If not can we request that it does.

(Region 4) – the WHD Team will follow-up with FEI to verify the Misc. notes will also be identified by a session ID if they are created from a group session..

The Work item did Not include misc. notes, However it has now been requested and both Encounters and Misc. notes will have a group Session ID#.

21853 Agency: Turn on HIM (Health Information Management) module-

New Menu Item below 'Agency'

– Health Information Mgmt

- Release of Information

Providing a standard process for tracking “Release of Information” requests and generating a variety of standard form letters including Request letter, Denial letter and ROI checklist as needed.

Feedback: Will this be Required for all regions? Some of the regions indicated they already create a misc. note in WITS that includes the information and are concerned clinicians will feel this is duplication, as they will also need to enter a misc. note to capture the time spent on performing the task.

Will the ROI be visible under the individual client's profile? The way it appears on the Menu Bar would indicate it is viewable at the agency level and not under the individual client's profile. Sue will review the requirements and verify with FEI this is the situation. Participants expressed they are excited for this enhancement and feel it would be a benefit to the Users.

No. The HIM is a different module and therefore the ROI will not be visible in the individual client's records.

Only at the Health information Level

24350 Duplicate Client Check -

Allow for more robust searching in every agency when a client is created, to avoid the duplication of clients as much as possible. Including a mechanism that forces agencies to view possible matches when accepting a referral. Currently, the system links the referred client to an existing client solely on the basis of a matching UCN. Idaho is finding that in many cases different humans in different

agencies have the same UCN. The Enhancement will Retrieve all clients using more detailed logic. If duplicate clients are found WITS will display the existing screen that lists the similar clients, and allow the user to select one of them.
Feedback:

Mental Health Billing:

Medicare Advantage Plans – It has been discovered that many of the Regions are entering the Medicare advantage plans for the clients. These billing claims are being rejected because the State is not eligible to bill Medicare for services. Samples of Medicare advantage cards were displayed and are also attached to these notes. After a brief discussion of some options for keeping the Insurance information documented in WITS but not populating as a payment option for the encounters. After today's call it was determined there needs to be some modifications to the code table and a change in process for adding Insurance information into WITS. An email detailing the changes will be sent to the participants of this monthly call.

NPI Numbers entered into WITS – Regions were asked to review staff profiles for all providers and verify they have an NPI # entered.

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.

Home Page

Agency Contacts

Agency

- Agency List
- GPRA Discharge Due
- GPRA Follow-up Due
- Facility List
- Staff List
 - Staff Profile
 - Contact Info
 - Staff Assignment
 - Staff Language
 - Staff Qualifications**
 - Account Information
 - Other Identifiers
 - Staff System Usage
 - Staff-Plan Profile
- Tx Team Groups
- System Usage
- Drug Screening
- Billing
- Contract Management

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

17.24.5

WITS Idaho-Mountain

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

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Staff Licenses for [redacted]

License: LCSW

Expiration Date:

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

Cancel Finish

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

Staff Profile

First Name Middle Last

Prof. Credentials Gender DOB

Taxonomy

Category Sub-Category Specialty

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

Email Job Type

Social Security Clinical Supervisor

National Provider ID Manager Name

Title Employment Type

Start Date End Date

Dev Plan Date Perf Rev

Last TB Test Date

Policies & Procedures Manual Reviewed? Background Check Outcomes Acceptable?

Required Background Checks Completed? Last Performance Appraisal Process Participation?

Fee Det. allowable Income – Regions were asked to review the Fee Determination criteria with staff who are reviewing and entering them into WITS. While reviewing fee percentages for client’s with billing encounters, it was noted there are clients with a fee responsibility when their only source of income is Disability Payments which is not a taxable income. If the client’s income is NOT taxable, it cannot be included on the Fee Det. Form.

Other

MH Security Forms for WITS – SSRS and Oversight access. Regions were asked to be mindful of the access they are requesting on the WITS security forms. SSRS is for individuals who build or print the SSRS reports. Oversight is assigned only to individuals who demonstrate a need to view other regions records.

During a periodic review of staff permissions it was noted there were a number of regional staff (varying from 0 to 7) with the Job Function role of: Encounter (delete). These permissions have now been revoked. This job function is approved for Central Office staff only as determined by the Department’s DAG.

MH Encounters – Please advise all staff of the importance of being up to date on entering encounter notes as we get closer to DSM5 change on 10/1/15.

DSM V\ ICD10 WITS Functionality Trainings in September:

- 9/14/15 @ 1:00 PM,
- 9/16/15 @ 10:00 AM,
- 9/22/15 @ 1:00 PM,

9/23/15 @ 10:00 AM,