

Mental Health Call Minutes

9/17/2015

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

WITS Release Notes:

Nothing new since previous call.

DSM-5 Update:

Version 17.25.5 which contains the DSM-5 changes is now in the training site. Please take the time to create some “mock clients” and report any ‘bugs’ to the WITSHelpDesk. This release is scheduled to go into the Production site on Monday 9/28/15, and we need as many people as possible to help Test. If you don’t have an account on the training site or don’t remember what it is, Please send us an email or call and we will get you set up with the training account.

DSM V\ ICD10 WITS Functionality Trainings in September:

9/22/15 @ 1:00 PM,
9/23/15 @ 10:00 AM,

It is important to have all Encounter notes Entered sign and released prior to 9/27/15.

Anything in Process (treatment plans and assessments) on 9/27/15 will populate with the DSM IV diagnosis.

Mental Health Billing Reviewed:

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 shows the WITS Staff Profile page. The left sidebar contains a menu with 'Staff Qualifications' circled in red. A red arrow points from this menu item to the 'Licenses' table in the main content area. The 'Licenses' table has columns for 'Actions', 'License', and 'Expiration Date'. The 'Certifications' table has columns for 'Actions', 'Certification', 'Expiration Date', and 'Certification Date'. The 'Degrees' table has columns for 'Actions', 'Degree', and 'Date Earned'.

Actions	License	Expiration Date
	LCSW	8/9/2016

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

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

The screenshot shows the WITS Staff Licenses page. The 'License' dropdown menu is open, showing a list of license types including LCSW, ICADC, Medical Doctor, PA-C, ACADC, CADC, CCS, FNP - Family Nurse Practitioner, ISAS, and LCPC. The 'LCSW' option is selected and highlighted in blue. The 'Expiration Date' field is empty. There are 'Cancel' and 'Finish' buttons.

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 Speciality

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

National Provider ID

Manager Name

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?

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)

Other:

Submitted by Sally Bryan

“I wanted to find out how other regions document clinical supervision in WITS. In our region we create a group note section where the supervisor can have a list of clients they may discuss during supervision but I also know they could use the clinical dashboard to document discussions. Our leadership team would like to know how other regions are doing this.”

Some of the supervisors were not aware that information documented in the staffing notes was viewable to everyone with access to notes. Some of the notes entered were not specifically about the client and they are looking for a better process for documenting these types of notes. Participants on the call were encouraged to send their suggestions or procedures used in other regions to Sally via an email

New Regional WITS Administrator for Region 5:

Sharon Justus has left the department. Pam Shropshire will now be an RWA for Region 5.