

# Mental Health Call Minutes

3/19/2015

## Attendees

- Central Office: Sue Wherry, Dan Morrow, Michelle Buskey, Kym Schreiber,
- Region 1: Holly Morganstean, Mary Payton
- Region 2: Joyce Lyons
- Region 3: Sherri Edwards, Heather Taylor
- Region 4: Kari Portales, Teresa Shackleford
- Region 5: Sally Bryan, Paula Miller
- Region 6: Sue Chadwick, Cindy Wilson, Michele Osmond,
- Region 7: Randy Rodriguez, Danielle Stohl
- Hub Admin: ~~Tracey Sessions, Gina Westcott, Todd Hurt~~

## RMETS Update

- Kym updated the attendees on participant responsibilities. It has been decided participants will not be inactivated when they are on vacation. Participants should only be inactivated in the event of an extended leave situation , such as Medical leaves.  
RMETS reports are posted on SharePoint each month. Central office will update staff permission per requests from the Program Managers.

## On-Going QA

Kym has requested information from the Program Managers with regard to the “Access Denied” category in WITS. Program Managers have been asked to identify the staff that requires this access level. She has received responses from most of the regions; however is still awaiting information from Regions 5 and 7.

## TEDS & NOMS Update

- Michelle Buskey demonstrated some proposed changes to the Shared code tables in WITS. We are in the process of updating WITS for Substance Abuse Disorders (SUD) federal reporting requirements. Through this process we have identified some values in WITS for MH/CMH that also need to be updated, or that are applicable to SUD, MH, and CMH. Attendees on today’s call participated in providing feedback to the proposed changes from the Mental Health perspective. The changes/suggestions will now be given to the WITS Governance Council.

## Policy Update

- There were no new policies to review.

## WITS Release Notes

- The release notes for the 17.15 and 17.16 releases were reviewed. The Idaho training site has been updated, and the WITS Help Desk is testing. These documents are available for review on the share drive : **(DHW01f01)\WITS\WITS Release Notes\Release Notes 2015\\_\_\_.Release notes**  
Robert is currently working to create tests scripts for the Regions which will allow Regional staff to participate with the testing process. Once the scripts have been created we will forward the instructions to the RWA's.

## Voting Results

- Regions were asked to vote on a proposed value "Name Discrepancy" located in the client profile under 'Alternate Names'. The results were: 5-yes, 1-No, 1-No Response. We will recommend the new value be added to the drop down.

## "Fake" SS# and DOB in WITS

This is a reminder that staff should be making every effort to get this information from the client or their guardian prior to creating a profile in WITS as these numbers are used in generating the UCN (Unique Client Number) for each client. Once the UCN has been generated for an individual it follows that client throughout the WITS system. Please do NOT use fake SS# and DOB unless absolutely necessary. We have recently had an incident where there were 3 different individuals with the same UCN in WITS due to using 000-00-0000 , having the same DOB and 'similar' first and last names. This creates a huge problem with Client information and is a possible HIPPA violation.

The question was asked "Is it okay to start the client profile with all 0's and then enters the correct SS# once the client provides that information? The best practice is to have the information before starting the profile because even if the correct SS# is added at a later date, it does NOT change the UCN for that client.

## Community Hospitalization

- The Form for Community Hospitalization claims has been updated and is available on the share drive. The State is not billed for the date of discharge from local hospitals and will no longer be paid rather it is a local discharge or the client is transferred to the State Hospital. The policy has been modified to reflect this change.

## Follow-up

In November 2014 Reg. 5 Expressed a concern about the client's social security number appearing on the Assessment, Plan and Treatment Plan Review. "Is there any way that just the last 4 digits of the SSN can appear instead of the entire number? "

Jamie asks that it be noted for today's call that things are moving forward with the request. The Program Managers agreed the change should be made and FEI has been asked to give us a timeline for making the change.

Several questions were discussed and following are Jaime's response;

Some questions about this from the call this morning?

- Do we still enter the full SS# but only last 4 will print on Assessment?  
**Correct, only the last 4 will print. The entire SSN should always be entered into the client profile in WITS.**
- How will it appear on the Fee Determination? (A client left a copy of their fee Det. In the lobby last week and it had their full SS# on the top of the page.) **I will see about adding the fee det to the requirements so only the last 4 will print.**
- Will this be accepted by the State Hospital? **Yes, both Tracy and Todd agreed to this proposed change at the Leadership Team Meeting.**