

# WITS MH Update Call Minutes

April 18, 2013

**Participants:** (R1) Holly Morganstean, Mary Payton, (R3) Sue Wherry, Trish Hammond, (R4) Liza Clinger, Gina Westmoreland, Amy McLeod, (R5) Sally Bryan, (R6) Cindy Wilson, Sue Chadwick, (R7) Randy Rodriguez, (CO) Robert Willingham, Cheryl Hawkins.

## Topics discussed:

<b>March Release</b> <ul style="list-style-type: none"><li>Robert advised that the March release will be pushed to Production April 19; he requested it to be completed before 8:00 a.m. (MST).</li></ul>
<b>April Release Notes</b> <ul style="list-style-type: none"><li>Robert reviewed the notes on the April release.</li></ul>
<b>WITS/BARS Interface Update</b> <ul style="list-style-type: none"><li>Robert advised that we are waiting for IT to make changes to BARS. He will provide an update as information becomes available.</li><li>A question was asked about billing capabilities for the Med Only Clinic Program. Currently only Region 3's Med Only Clinic is credentialed under the Medical Model.</li></ul>
<b>19-2524 Referrals in WITS</b> <ul style="list-style-type: none"><li>Regions 4 and 5 have started the new process. Robert advised that, if you receive referrals from any agencies other than one of the seven Mental Health regions, take no action as Central Office staff are tracking them and will take all appropriate action.</li></ul>
<b>Community Hospital Billing Procedure</b> <ul style="list-style-type: none"><li>There was a question on the cost matrix field on the new form. Robert stated that if we're paying off of a contract, there's a Cost Billing Matrix which defines what to put in this section within the contract. The Community Hospitalization Payment Authorization Form is on the Community Hospitalization shared drive and will be posted on the InfoNet soon. Staffs from all seven regions have been granted access to it. Robert said that if additional staff needs access to the shared folder, a security request is required and to mark Jamie Teeter as the approver.</li></ul>

#### Moving to Paperless Files

- The question was asked about transitioning to completely paperless files. Robert advised that moving to paperless files is still on the wish list but it has been delayed due to the complexity and cost of storing scanned documents, as well as retaining an original signature within WITS.

#### CPT Codes Update

- FEi is still working on updating WITS to use the new CPT codes. We anticipate this will be completed in the next few months.

#### Access to FOCUS Data

- Robert spoke with Casey Moyer about accessing CMH FOCUS data. If you need access to it, please contact your Program Manager. They will submit names to Casey, who will be providing training in the next couple months on how to access it. A question was posed about whether there is a cap on the number of people who may have access to the data. After today's call, Robert verified with Casey that there are no restrictions on the number. When requesting access, please be conscientious about which staff members actually require access on a regular basis to perform their work.

#### Other Topics

- A question was asked about staff names which previously existed in WITS but now are not viewable. Robert explained that the Staff List is set to show Active staff by default, and to change the Status indicator to Inactive or blank to view inactive staff profiles.
- Cindy asked what the timeline is for completion of support tickets requesting deletion of cases. Robert replied that the target is 7 days or less. In regard to waiting for a deletion request to be completed before the case can be closed, Robert said it's not necessary to wait for that before you can close a case.
- Robert again mentioned the possibility of statewide training in August. He has not received any requests for training topics yet. If you have any topics to suggest, please e-mail those to Robert.
- A question was asked whether there will be additional responsibilities involved with the Community Hospital Payment forms. Robert advised that none were expected at this time.