

**Minutes – ICTS Advisory Committee Meeting on October 30, 2019**  
**ISAC Office, 5500 Westown Pkwy, Suite 190, West Des Moines, IA 50266**

<b>Name</b>	<b>Present</b>	<b>Term Ends</b>
<b>Melvyn Houser, Chair</b>	<b>Y</b>	<b>07/01/2021</b>
<b>Dewey Hildebrandt</b>	<b>Y</b>	<b>07/01/2021</b>
<b>Michelle Fields</b>	<b>N</b>	<b>07/01/2020</b>
<b>Jennifer Robbins</b>	<b>Y</b>	<b>07/01/2022</b>
<b>Kathy Egbert</b>	<b>Y</b>	<b>07/01/2021</b>
<b>Jill Eaton</b>	<b>Y</b>	<b>07/01/2020</b>
<b>Sue Duhn</b>	<b>Y</b>	<b>07/01/2020</b>
<b>Sarah Berndt</b>	<b>Y</b>	<b>07/01/2021</b>
<b>Dawn Smith</b>	<b>Y</b>	<b>07/01/2021</b>

**Staff Present:** Bill Peterson, Jeanine Scott, Brad Holtan, Beth Manley, Chris Schwebach, Brandi Kanselaar, Ashley Clark

Houser called the meeting to order at 10:23 am.

**Motion by Hildebrandt, seconded by Duhn to approve the agenda. All ayes motioned passed.**

**Motion by Egbert, seconded by Eaton to approve the minutes from the 5.30.19 meeting. All ayes motioned passed.**

**CSN ADMINISTRATION MODULE** - Kanselaar demoed the administration area in CSN.

**FY2020 Priority Updates**

- Members may contact Scott for a copy of the new CSN brochure.
- ICTS 2019 Fall **Training** will be held 11.13 -11.14 at Upper Iowa University. A webinar option is available for the Service Coordination / Justice Involved Services class. It was proposed that ICTS travel to do personalized trainings. Scott said this is a possibility and will review the budget. It was also suggested that Scott attend regional governing board meetings. Smith recommended Scott present to the Supervisors Affiliate and Regional Governing Boards. Scott will contact regional CEOs to get on future governing board agendas.
- The **Client Planning Tool** was demoed. The Heart of Iowa and Southwest Iowa regions are participating in the pilot. If adopted, results will be used for care coordination and reporting. The project team will meet in November to finalize the scoring algorithm. Hildebrandt suggested the tool be presented during the Fall School for Jail Administrators.
- **Data Standardization:** ICTS has created a uniform eligibility application using the 13 Regional MHDS and several county GA applications. The Operations sub-committee is scheduled to act on the proposed application in January 2020.
- **Data Quality/Integrity:** 4 new reports addressing data quality will be added to the system in mid-November. Until staff in the regions are identified, ICTS will coordinate the clean-up

ICTS was asked by the regional CEOs to create a document outlining the ramifications of:

- inaccurate, incomplete, and late data
- data managed outside of the system.

ICTS is working with the Iowa Courts to implement a daily feed into CSN of public booking information. The automated feed will save significant time for regional staff and improve data quality in CSN. A user-friendly, legally compliant workflow will be defined and presented to the appropriate committees for approval. The project is tentatively slated to go live March 2020.

ICTS staff are visiting each region to review business processes, siloed data, and aid with any problem areas, such as auditor integration. At the end of the project, ICTS will present a summary report showing non-specific high-level business processes to CEOs and the Operations sub-committee. The desired outcome is to streamline business processes and improve data collection and quality.

- ICTS has created a **financial projection tool** in Excel. If the tool is approved, it will be programmed into CSN.
- **Information/Referral and Crisis Service tracking and billing:** The crisis service project is tentatively quoted at 300-hours. Specifications are being reviewed with the CEO Committee and the Operations sub-committee. Information and Referral will begin definition soon.
- Part 1 of **Children's Behavioral Health** system is effective July 2020. While Outcomes have been proposed by the CEOs, data points, collection methods and compliance have not been discussed.
- Story County General Assistance (GA) proposed ICTS create **Shared Intake system** with the desired outcome of streamlining the GA application process and reduce duplicate funding. The Operations sub-committee declined the proposal. Story County asked that proposal be reconsidered, and at the request of the Community Services Affiliate chair, ICTS presented to the GA state-wide meeting in September. After receiving positive feedback, Story County staff asked that the Operations sub-committee go through a second review. Members then agreed the system would also be useful to non-GA entities and formal approval was given. A tentative quote for the Shared Intake project is 400-hours. The implementation date has not been set.

## **OUTREACH / INVOLVEMENT**

Collaboration efforts continue between ICTS and multiple agencies and departments including IDPH. In October, ICTS presented to the representatives of the Sherriff's affiliate. Robbins requested a list of sheriffs in attendance. In October, John Parmeter, chair of the MHDS Commission, met with Scott and Darci Alt, CEO Collaborative chair. Parmeter requested that Scott present to the commission. Scott was asked by the commission if quarterly reports could be provided. The request will be reviewed and further defined. Integrated Telehealth Partners (ITP), a service used by jails to provide medication and telepsychiatry, contacted Scott requesting CSN access for client care coordination and billing. Scott received positive feedback from the CEOs. ITP, ICTS, and the chair of the CEO committee met with ITP to answer their questions and demo CSN. ITP is currently reviewing the system.

## **FINANCIALS**

Holtan presented FY20 financials. Auditors were at ISAC in September. The audit report will be presented to this committee at the next meeting.

**Motioned by Hildebrandt, seconded by Smith to approve the FY20 finances update. All ayes, motion passed.**

The CEOs requested ICTS staff a new position assigned to the CEO collaborative. Since regionalization, demands on the collaborative have increased significantly. Peterson expressed concern in finding a qualified candidate based on the job description and salary proposed. It was suggested to hire someone without regional ties. Peterson will make the final hiring decision.

**The approval to hire for the Executive Coordinator and Liaison position was motioned by Berndt, seconded by Egbert. All ayes, motion passed.**

Holtan presented the FY21 CSN budget. Regional dues will not be raised in FY21.

**Motioned by Hildebrandt, seconded by Smith to approve the FY21 CSN budget. All ayes, motion passed.**

## **STANDARD TRANSACTIONS**

HIPAA requires covered entities to use standard transactions when billing or receiving health care claims. Members of ICTS would need to use and accept 837s, instead of the current non-standard e-claims, to be compliant. Manley stated the Centers for Medicare & Medicaid Services (CMS) has publicly stated on the CMS website that enforcement of the transaction rule is primarily complaint driven, so the chance of a random audit is low. Manley asked this committee if the ICTS governing structure should mandate entities use standard transactions or if the decision should be left up to individual entity. This committee is not recommending ICTS mandate, through CSN, that counties and regions comply. Instead, it was requested to present the requirement to the CEOs and leave the decision up to each region. Manley will draft a memo and create a webinar explaining the law.

**Motioned by Egbert, seconded by Berndt to send a memo to the regional CEOs to discuss standard transaction HIPAA requirements with their governing boards. All ayes, motion passed.**

**Motioned by Egbert, seconded by Smith to complete the GA project when ICTS has time available. All ayes, motion passed.**

**2020 Meetings:** The group will hold two meetings in the calendar year 2020. The meeting dates agreed on by members are April 22 and October 21.

Houser adjourned the meeting at 2:59 pm.