

Iowa State Association of Counties  
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ICTS Advisory Meeting  
3/30/17

Name	Present	Term Ends
Carl Mattes	Y	07/01/2017
Deborah Seymour-Guard	Y	07/01/2018
Jill Eaton	N	07/01/2017
Melvyn Houser	Y	07/01/2018
Justin Schieffer	Y	07/01/2018
Michelle Fields	Y	07/01/2017
Sarah Berndt	Y	07/01/2018
Suzanne Watson	Y	07/01/2019
Marjorie Pitts	Y	07/01/2018
Bill Peterson	Y	Perpetual

**Staff Present:** Jeanine Scott, Brad Holtan, Andrea Jansen, Beth Manley and Brandi Kanselaar

Mattes called the meeting to order at 10:21 am

**Motion by Berndt, seconded by Pitts to approve agenda. All ayes, Motion passed.**

**Motion by Houser, seconded by Schieffer to approve minutes from 1/17/17. All ayes, Motion passed.**

Manley presented information on the standard transaction requirement under HIPAA. HIPAA requires electronic transactions to be conducted using a standard transaction. Iowa counties and regions currently use e-claims when submitting claims and an e-claim is not a standard transaction. An 837 form is the standard transaction for claims. Members of ICTS will begin using an 837 form when submitting claims sometime in the near future. A memorandum and sample letter were presented. The memorandum's purpose is to update CEOs on the standard transaction issue and the sample letter is meant to be sent to providers making them aware of the coming change. However, OCR has been contacted about whether governmental entities, such as counties and regions, that pay for various services benefiting low-income or indigent residents must comply with the standard transaction requirement. The question was submitted in August of 2016 and OCR has not given an official response yet

**Motion by Berndt, seconded by Houser to approve the standardized transaction letter to CEOs. All ayes. Motion passed.**

Manley presented a new rule that was published on the federal substance abuse law. Currently, all substance abuse treatment information for a client is shared in CSN if a multi-party release is signed. The new rule went into effect on 3/21/2017. The new rule requires counties and regions to allow clients to specify what type of substance abuse information they want to release and changes who information can be released to. We can no longer release a client's substance abuse treatment information to all counties and regions, even if a multi-party release is signed. Releases obtained before the new rule went into effect (3/21/2017) are still valid until they expire but any releases obtained on or after 3/21/2017 are invalid for sharing substance abuse treatment information. The release will have to be updated to comply with the new rule and CSN will have to be reprogrammed to allow for the nuances of the new rule.

The committee discussed pushing back the roll out of CSN until the system is compliant with the new rule, taking the risk of being noncompliant. The committee did not want to push back the roll out of CSN and was also not comfortable taking the risk of non-compliance. As a temporary solution, a two-pronged approach to compliance will be implemented until/if Operations decides to define a more robust solution later in the year.

As of July, CSN will automatically default substance abuse as excluded on all CSN releases and the users must tag all notes and documents pertaining in any way to substance abuse treatment with the substance abuse exclusion. These measures are to be followed even if even if a client has signed a multi-party release that says they will allow their substance abuse treatment information to be shared in CSN.

The committee agreed to roll out the system as planned and include training on the new rule in May. ICTS can also run reports for quality assurance. Since we are aware of the rule and have a plan in place, the risk should be low.

Bill recommended sending out a notice to users about the change so users can start following this rule immediately. An email notice will be sent out within 3 days. Operations will decide how to change the release.

**Motion to not push back roll 3.0 out by Watson and notify users with a notice, and include in May training about the new Substance Abuse regulation protocol. Seconded by Houser. All ayes, Motion passed.**

Schieffer presented on CSN 3.0 development status. Operations has been meeting by phone or in person to sign off on modules as they are tested monthly. They are pulling in more testers beyond the Operations committee which has worked well. Operations is meeting next week in person. There is not going to be a case management module in CSN 3.0 due to the recent changes by the state and MCOs. Some items, that are not critical to the system, are going to be added post roll out. Overall, the vital system components are coded, and just have to be tested.

Scott presented the training plan for May. Registration opened on March 17. 200 users registered the first day. Currently, 250-300 users, not including providers, are signed up. Providers will be notified soon to sign up for training which may add an additional 200-300 users. Budget is approximately \$16,000 for training expenses. Each location is two days and broken down into tracks. There is no cost for this training to users if users pre-register. There is a cost of \$25 if a user registers at the door, or a pre-registered user does not show up. This is NOT a new user training, just an introduction to the system's look and new features. The premise was for users to attend only those tracks they perform in the system, but users have expressed interest in attending all tracks.

Scott had a concern about the low number of registrants in Council Bluffs and Storm Lake. She asked direction on if we should cancel a location and funnel users into another location if registrants remain low. The committee decided to wait until providers register and re-look at numbers closer to the register's deadline.

It was suggested that an invitation be sent to the county auditors as well. Scott will revisit this after the provider registration email is sent out.

Scott presented on ICTS staff updates. Laz Schreck, Program Manager, resigned about a month ago for personal reasons. Operations and expert users have stepped up to help and internal staff are helping with the trainings. Brandi Kanselaar is being contracted 20 hours per week from Boone County. ISAC will hire to replace the position and has some leads that are promising.

John Covalt, Network Administrator, has left for another job. ISAC had been handling all network administration in-house. ISAC decided to hire IP Pathways, Inc. to manage network administration via a contract. A person will be onsite 40 hours a week with back up capability with the vendor. This helps with IT expertise overall.

This is Schieffer's last meeting with Advisory as he'll be leaving to work for an MCO. The committee thanks Justin for his leadership and work on CSN over the years. There is now a need for a new chair for Operations which must be a member of Advisory.

**Motion by Seymour-Guard, seconded by Pitts to approve Sarah Berndt as the Operations chair. All eyes, motion passed.**

Since Schieffer is leaving, there will be a vacancy on Advisory. Since case management is going away, the changes were presented to the Bylaws to remove CCMHDS appointment. It will turn into at-large general appointment and would be publicized to members to offer recommendations to fill the vacant spot. Watson asked if there is any benefit making 4 members instead of 3 from Community Services so users using the system have a voice since CSA involves many areas including GA, Advocates, etc.

**Motion by Watson to change 3 CSA appointments to 4 from in the bi-laws and approve the updates as amended. Seconded by Berndt.** Discussion: Chairs of sub-committees have to be part of this advisory group. ICTS is not just community services so discussion around the internal structure and adding sub-committees for each program or system ICTS manages may happen in the future. This may be ever-changing as ICTS takes on more in the future. There will still be 9 voting members, but CCMS will no longer have a recommended appointment, it will shift to a CSA appointment.

**Ayes: 4, Nays: 4. Motion failed due to no majority rule.**

**Motion by approve bylaws as amended by Houser. Seconded by Pitts. All ayes, Motion passed.**

Brad presented the financial report.

**Motion by Pitts, seconded by Seymour-Guard to approve financial report. All ayes, Motion passed.**

Next meeting date is Tuesday, June 12 from 1pm to 4pm, but show up at 12pm for lunch.

**Motion to adjourn by Houser, seconded by Pitts to adjourn at 12:15pm. All ayes, motion passed.**