

Meeting Minutes

MMIS/MCO Workgroup Meeting

January 16, 2008

8:35 a.m. – 9:15 a.m.

Conference Dial In: (503) 378-4259 (16-Ports)
Inoperable

Location: Human Services Building
500 Summer Street NE
Salem, Oregon 97301
Room 137 B - D

Alice LaBansky, Co-Chair & Jim Joyce, Co-Chair
Janise Munos Arteaga, Recorder

Topic	Speaker	Time
Introductions	Alice LaBansky	8:35
1. Review of Minutes (11/14/07) APPROVED	Alice LaBansky	8:36
2. Provider & MCO Training <ul style="list-style-type: none">Follow-up Action Item of 11/14/07-SubgroupUpcoming Info Release #4 – Fee for Service Provider Training	Paul Combs & Jennifer McKinley	8:38 – 9:00
3. Follow-up Action Item of 11/14/07 <ul style="list-style-type: none">Summary of Issues Addressed by MMIS/MCO Workgroup	Alice LaBansky	9:00 – 9:02
4. Follow-up Action Item of 11/14/07 <ul style="list-style-type: none">Companion Guide (Sample 834)	Patricia Krewson	9:02
5. Issues Log <ul style="list-style-type: none">Handout Matrix - 1/9/08	Patricia Krewson	9:03
Wrap Up	Alice LaBansky	9:05 – 9:15

Handout #1 Oregon MCO/MMIS 2008 Provider Training Schedule

Handout #2 Draft Provider Training: MCO

Handout #3 Draft MCO Provider Training Registration Spring 2008

Handout #4 MMIS Insider - Focus on EDI 12/2007

Handout #5 Matrix - Draft Webpage

Handout #6 Matrix - Issues Log updated 1/9/08

Next Meeting: February 20, 2008, 8:30 – 10 a.m.
Human Services Building, Room 137 A-D

Introductions

Jim Joyce Co-chair, Alice LaBansky Co-chair, Nancy Buck DHS, Kathy Chames DHS, Patricia Krewson DHS, Jennifer McKinley DHS, Jon Pelkey DHS, Paul Combs EDS, Megan Fenimore EDS, Kathy Ottele PHTech, Jim Rowland Fox Systems, Christian Aguilar Family Care Inc., Rachel Ganzon Clackamas MHO, Sandy Stahle Providence Health Assurance

1. Review of Minutes 11/14/07: Alice LaBansky

- No further additions or corrections. **Minutes Approved**

2. Provider & MCO Training: Paul Combs

- **Action Item of 11/14/07 Follow-up on Sub-group meetings (Handout #1).** Paul updated the group on the work completed by the subgroup pertaining to the MCO MMIS Provider Training Schedule 2008. This schedule is 2008 Provider Training Schedule.
- **Draft MCO Provider Training (Handout #2).** The draft lesson plan highlights the training material. The plan contains tentative timelines and content for what is being planned to be covered during the training sessions.
 - Training materials handouts are very detailed for MCO Training
 - Agenda for training will lead the participants through the materials and point out specific areas in the material
 - Web basics; details on web functionality
 - Focus on setting up "Clerks" – the secure part of the web portal
 - Detail on Encounter Claims – functionality on web portal submitting encounters (an option for MCO's), adjustments and corrections
 - EDS is providing the training which will be led by Megan Fenimore
 - In early December EDS presented a two-day pilot Provider Training based on the Fee for Service Training, which was attended by 9 providers on day 1 and 7 providers on day 2. Mock training session provided good feedback to training team on the training materials.
 - Paul solicited suggestions and comments from the Workgroup on the proposed lesson plan within the next two weeks (prior to the next MMIS/MCO Workgroup Meeting in February). Please route comments to Janise at janise.munos@state.or.us.
 - Questions:
 1. **What was the feedback from folks on the mock training?** Many questions on the Web access, specifically functionality, MCO access to the secure area of the Web Portal and setting up "Clerks".
 2. **What are "Clerks"?** Every Provider (MCO) will have access to the secure area of the web portal and have the ability to create roles for members of their organization. This would include creating different levels of access.

- Authority and responsibility to designate user access
 - Step by step guide how to assign roles
 - Clerks can set and reset their own passwords
- Kathy Ottele provided positive feedback on the tools and questions on MMIS as she was a participant during the pilot training session.
- **Provider Training Registration Spring 2008 (Handout #3)**. Paul presented a draft Provider Training Registration to gather information on who will be attending the sessions.
 - Need to know who is represented (MCO)
 - How many and from which organization
 - Need to know who attends the training, EDS will ask for sign in at each session
 - Names not needed for planning purposes, only numbers
 - Sign-up will be E-mailed once the session dates are final
 - Contact and deadline will be included in the E-mail to all MCO's
- **Upcoming Info Release #4** (based on the readiness assessment) invites the Fee for Service providers to register through the Learning Management System (DHS) for the statewide training sessions in over 40 locations.
- **Question: Will the SFTP site (for submission 837 batch transactions) still be available?** Yes. The Web functionality does not replace the batch capability, it is another option. The technical location (server) will be different. The information as to the location of the files will be provided during EDI testing.

3. Follow-up: Action Item of 11/14/07: Alice LaBansky

- **Summary of Issues Addressed by MMIS/MCO Workgroup Handout #5)**. The document dates meetings back to May 2006 and lists the issues covered.

4. Follow-up: Action Item of 11/14/07: Patricia Krewson

- **Companion Guide (Sample 834)**. The 834 companion guides have been posted. We are still working on the 820 companion guides. Once these are finalized, we will get those out.
- **Question: Is there going to be a bullet/summary on the guides?** Yes. We will include a summary page explaining what has changed.

5. Issues Log (Handout #6) : Patricia Krewson

- Has been updated.

6. Provider Meetings Update: Paul Combs 9:05 – 9:10

- Paul and Jennifer have been working with Relationship Managers within DHS who have relationships in the community working with providers for communications to share information and resolve issues.
- The team has been meeting with provider Associations in Oregon and sharing the information on the status of the MMIS project, upcoming changes affecting providers, and training opportunities. Organizations we have met with so far include:
 - Oregon State Pharmacy Association
 - DMEPOS Workgroup
 - Oregon Dental Association
 - Planning and Management Advisory Council
 - Association of Oregon Community Mental Health Program Directors
 - Oregon Medical Association
 - Oregon Health Care Association and Oregon Alliance of Senior & Health Services
- **Comment:** It was suggested that Oregon Primary Care Organization be added to the list.

Wrap up: Alice LaBansky

Action Items:

Alice:	E-mail out for training participation count to Managed Care Organizations.
Paul:	Training slides preview at next meeting.
All:	Your suggestions and comments on the proposed lesson plan (Handout #2) within the next two weeks, please send to janise.munos@state.or.us .

Meeting Adjourned 9:15 a.m.