

**JCIC Minutes**  
**July 16, 2008 10:00 - Noon**  
**Kentucky Department for Mental Health and Mental Retardation Services**

Held as Audio Conference Call

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**Attending Representatives:**

**Regional MH/MR Boards**

**Four Rivers:** Terry Hudspeth  
Misty Garner  
**Pennyroyal:** Wanda Hart  
John Pyle  
**River Valley:** Lisa Boehman-Kincheloe  
**Lifeskills:** not attending  
**Communicare:** Vicky Heath  
**Seven Counties:** Gerald Brazeau  
**Northkey:** Carolyn Earls  
**Comprehend:** not attending  
**Pathways:** Tom Leach  
**Mountain:** Walter Owens  
**Kentucky River:** Darlene Dixon  
**Cumberland River:** Miranda May  
**Adanta:** Pam Foley  
Cathy VanBruggen  
**Bluegrass:** Nathan Millay  
Tammy Nalle

**KDMHMRS:**

**Mental Health / Substance Abuse:**

Michele Flowers  
Lou Kurtz  
Anita Jennings  
David Smith

**Mental Retardation:**

Kedra Fitzpatrick

**Administration & Financial Management:**

Hope Barrett – Chairperson

**Commissioner's Office:**

not attending

**RDMC (Research and Data Management):**

Harry Hughes  
Jeanne Sturgill

**KARP:** Steve Shannon

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**Introductions - Welcome**

**1. Review last meeting's minutes**

**2. Client/Event Data Set**

**2a. 2009 Data Submission Guide.**

Reminder that any changes made to the 2009 Data Submission Guide are posted at:  
[http://mhmr.ky.gov/cmhc/cmhc\\_data\\_guide.asp](http://mhmr.ky.gov/cmhc/cmhc_data_guide.asp)

**2b. Veteran Population**

The subgroup made recommendations for capturing high-integrity data about veterans, active military personnel and their families (see attached). This draft of recommendations will be finalized over the next few months through continued JCIC / Department Staff discussions.

It is noted that a few regions who continue to use the current "Veteran's Status" client field use it because it was easier than reprogramming to discontinue reporting on the field. Also, one region who uses in-house reports based upon this field reported that the updated field will give more preferred information.

### **3. Human Resources Data Set**

### **4. Division-Specific Topics:**

#### **4a. Mental Health / Substance Abuse (MH/SA)**

##### **Peer Support Initiative**

Update by Sandy Silver, Division of Mental Health and Substance Abuse. It is expected that on Sept. 1, the DMS will be prepared to receive billings from the two Centers (Four Rivers, Seven Counties Services) participating in the pilot.

It is noted that Michele Flowers will represent the Division of Mental Health/Substance Abuse from the perspective of substance abuse; Michele will replace Lisa Walls on the JCIC mailing list pending Lisa's upcoming retirement.

#### **4b. Mental Retardation (MR) )**

none

#### **4c. Administration & Financial Management (A&FM)**

none

### **5. New Items**

The Department for Public Health (DPH) has developed an electronic reporting mechanism for collecting data about "First Steps" services. The new system is called "TOTS" – Technology-Assisted Observation and Teaming Support System. It replaces a system called CBIS which no longer exists after 12/31/08. TOTS will consist of web-based data management, record keeping (including assessments & staff notes), and claims processing. Centers are sending staff to be trained on it during July and August.

A question came from Seven Counties if KDMHMRS still wants to collect First Step services in our event data set. According to the contract between Centers and the Department, Data sets submitted to the Department include all services regardless of payer source. Department Staff will investigate the new TOTS system which was developed without KDMHMRS input and evaluate whether to require Centers to reprogram their data sets to exclude First Steps services.

### **6. Noon: Meeting Adjourned**

Next Meeting Scheduled

- September 17, 2008

#### **SFY 2008 Meeting dates:**

- November 19, 2008
- January 21, 2009
- March 18, 2009
- May 20, 2009

## DRAFT 1

**Proposed new client field to be active July 1, 2009 at which time current client field #13 “Veterans Status” will become inactive.**

### **##. Military History**

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*Description:* Identifies whether the client has performed military service. If client has served in multiple actions, mark the most recent service. Military service is defined as anyone in the Army, Navy, Air Force, Marines, Coast Guard, Public Health Service Commissioned Corps, Coast and Geodetic Survey, **National Guard, or Reserve**.

*Valid Codes:*

- 00 No military service
- 01 Active duty without deployment
- 02 Active duty with deployment to a non-combatant zone
- 03 Active duty with deployment to a hostile or combatant zone
- 04 Previous duty without deployment (veteran)
- 05 Previous duty with deployment to a non-combatant zone (veteran)
- 06 Previous duty with deployment to a hostile or combatant zone (veteran)
- 96 Not Applicable
- 97 Not Collected
- 98 Unknown

*Special Instructions:* Do not leave this field blank.