

JCIC Meeting Minutes
March 18, 2009 10:00 – Noon EST
Kentucky Department for Mental Health, Developmental Disabilities, and Addiction Services
Held as Video & Audio Conference Call

Attending Representatives:

Regional MH/MR Boards

Four Rivers: Rene Marchbanks
Pennyroyal: not attending
River Valley: Lisa Boehman-Kincheloe
Leah Parker
Lifeskills: Art Stockton
Communicare: not attending
Seven Counties: Gerald Brazeau
Northkey: not attending
Comprehend: Rick Jones
Pathways: Tom Leach
Barbara Sands
Mountain: not attending
Kentucky River: Darlene Dixon
Cumberland River: Sheila Hedrick
Adanta: Cathy VanBruggen
Susan Wheeldon
Bluegrass: not attending

KDMHDDAS:

Mental Health / Substance Abuse:

Michele McCarthy

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: Carl Boes

Introductions - Welcome

1. Review last meeting's minutes

2. Client/Event Data Set

2a. Duplication of Events. Follow-Up Topic

RDMC reviewed the process described at our January JCIC meeting and discussion was encouraged. Regions on the call agreed with RDMC's effort to make this process automated monthly. Regional liaisons at RDMC are always available for region-specific troubleshooting.

For Reference, the following is taken from JCIC meeting Minutes – January, 21 2009)

The following describes the proposed process (This is a similar scenario to the annual clean-up, but it occurs monthly and automatically):

1. On the 5th day of each month RDMC will generate a Duplicate Service Records data file for each region and place it in each region's upload folder.
2. Each month Regions will review this file.
 - A. If it's acceptable for RDMC to delete the duplicate records, then no action by the region is required. The duplicate records will be removed, on the 5th day of the following month, keeping the most recently received record.
 - B. If any of the duplicate records need to be kept, or if more time is needed to review the data file, the region will notify RDMC prior to the 5th day of the following month to prevent automatic removal of duplicates.

To Delete a Record.

This is the removal of a record from the Event file so that when a corrected one is submitted, a duplicate won't result. This process was successfully piloted with one region.

- a. The Region provides a comma-delimited text file containing the event records that need to be deleted. The following fields must be included in the text file:

- Region_Number
 - PAT_Control_NO
 - SVC_From_Date
 - DMHMRS_Modifier_1
 - Provider_NO
 - Professional_Staff_ID
 - Place_of_SVC
 - Source_of_Pay_1
- b. The Region can then submit a corrected record without concern that a duplicate will result.

2b. Living Arrangements field. A new topic: Discuss a proposal to change the options for this field.

The group discussed the use of “99-other” option in this field.

Harry reported from RDMC that when reporting to the NRI this field is collapsed into “unknown”. This causes the completeness error rate for this field to be normally higher than 4 %.

In effort to understand the dependency on “99-other”, Regions were asked for their use / interpretation of “other” living condition. Several stated that they often use it to capture “living with family (non-parent, non-guardian). Other regions also used this interpretation or were unsure.

The group discussed options to address the need to reduce the use of “99-other”.

A. add new options to our data set the match the Federal options; namely, “other dependent” and “other independent”

or

B. add a new option to our data set for “living with non-parent, non-guardian”. The consensus was that plan A. would be less preferable since it would further ‘muddy’ the data.

All regions on the call agreed to determine option B would be acceptable. To allow discussion at regions, Hope will check with each region in a month from today’s meeting date, including those not on today’s call. During the meeting, it was stressed that urgency is driving this change - our need to reduce in our files reported to NRI the error rate for ‘unknown’ Living Arrangement” – 5% is the maximum allowed. Change is needed to avoid compromising the Substance Abuse Block Grant funds.

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**Update (5/4/09):**

New options for Living Arrangement will be discussed at the next JCIC meeting. The following additions will become available for use beginning with July 2009 data files.

- Code 25: Living in residence of a family member – other than parent or guardian \*
- Code 26: Living in residence of a friend or acquaintance

\*If the client is living in the residence of a parent or guardian (current code 21), then code 21 should take precedence over code 25.

Beginning with Fiscal Year 2011, the following option will be dropped from allowable values:

- Code 99: Other

The use of codes 25 and 26 is strongly encouraged, but is optional, during Fiscal Year 2010. Centers may continue to use Code 99 to report these two scenarios during Fiscal Year 2010. Beginning with Fiscal Year 2011, code 99 will no longer be allowed and centers are required to use codes 25 and 26 when applicable.

**3. Human Resources Data Set**

none

**4. Division-Specific Topics:**

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

none

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

none

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

none

**5. New Items**

**6. Next Meeting - May 20, 2009**

**SFY 2008**

- July 15, 2009

**SFY 2009**

- September 16, 2009
- November 18, 2009
- January 20, 2010
- March 17, 2010
- May 19, 2010

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To Participate:

Via video conferencing:

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Via audio only:

1. As a participant, Dial (502) 875-9991

You will hear a voice prompt asking you to enter your conference ID followed by the # sign.

2. Enter "1801364#".

3. You will be automatically joined into the conference.

(The Conference Help Line is (502) 564-9411 - ask for Robert Cable or Gail.)

In Person:

The Department staff have reserved "Personnel Conference Room" located at 100 Fair Oaks Lane, 4th Floor, Frankfort, KY

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