



NORTH COUNTRY COMMUNITY MENTAL HEALTH AUTHORITY PROVIDER MEETING AGENDA

Tuesday, May 2, 2023 – Virtual only

PROVIDERS REPRESENTED THROUGH TEAMS:

Alternative Services, Inc; Bedford Specialized & Bedford Transitional Living, LLC; Bergmann Center LLC; Case Management of Michigan, Inc.; Charlottes Care, Inc.; Choices Inc.; Crisis Center, Inc., d.b.a. Listening Ear; Community Home and Health Services LLC; Cornerstone AC, LLC; Crossroads Industries, Inc.; Erber AFC; Grand Traverse Industries, Inc.; Ikuslife Enrichment Services; KLN Services LLC; NorthArrow ABA LLC; Rapid River AFC; Northern Family Intervention Services, INC.; Rise Center; Spectrum Community Services; Summertree Residential Center, Inc.; Straits Area Services, Inc.; Healthcare Coalition

NCCMH STAFF:

Lani Laporte; Cynthia Crumbaugh; Kim Rappleyea; Linda Kleiber; Laura Brunmeier; David Hornibrook; Michael Wolf; Ann Friend; Dominique Cook; Cook; Angela Balberde; Amanda Dixon, Brandy Marvin; Joseph Balberde, Chris Hastings; Emily Meeder-Ramirez; Tricia Farkas

WELCOME AND ANNOUNCEMENTS - LANI LAPORTE, NCCMH CONTRACT MANAGER

After greeting everyone, Lani went over the announcements. To view these, please see [Attachment A: Announcements May 2, 2023](#). Lani took time to review the announcements and to address the new website.

AUGUST 1, 2023 MEETING – [The next quarterly meeting of the NCCMH Provider Network will be IN PERSON ONLY](#) at the Gaylord University Center, with [coffee networking](#) beginning at 9:30 am, [meeting](#) from 10 am – 12 noon, and [lunch for all guests provided](#) immediately thereafter with networking time.

May is Mental Health Month & New NCCMH Website: Trenton Lee, NCCMH Media & Communications
Lani filled in for Trenton since he is working on the new website.

PROVIDER MODULE UPDATE: Designated Provider Module Manager Permission - Laura Brunmeier, NCCMH IT Manager
[Attachment B-NorthStar – Portal Dashboard](#). Laura gave a quick overview of what the provider's side will look like. Once it is released, providers will be training on the new portal dashboard. It should be released within the next month.

FINANCE UPDATES - Ann Friend, NCCMH Finance Director; Dominique Cook, NCCMH Reimbursement Supervisor.

Dominique: When using the H2015 Code, if you are using it during the night, it needs a modifier; UJ code.

Ann: UJ – start using for May services, again only at nighttime. It allows IT to know it is for nighttime.

Premium pay scheduling-Lani: Still working on some that have not been published.

Comment: Doc-u-sign-Lani: If you received the doc-u-sign letter that says that premium pay is added in, then you should not be billing separately after the date indicated in that letter. If you did not receive that letter, then you should still be billing separately.

Ann's direct phone number is 231-439-1246.

Question: Do we still fax and complete all forms? Fax form 3806, the state is still asking that we attest to the fact that we are paying you.

Reimbursement email address: reimbursement@norcocmh.org

Fax through NorthStar: 231-238-3393. Please do not send to Provider-Relations email.

ANNUAL COMPLIANCE TRAINING - Kim Rappleyea, COO, NCCMH - [Attachment C - Overview of Compliance training](#).

Training was completed for all providers. [Providers are encouraged to utilize the NCCMH Compliance Training powerpoint to train their own staff as needed.](#)

PROOF OF IPO TRAINING - LINDA KLEIBER, NCCMH SAFETY SPECIALIST

Medication Administration/Vital Signs Annual Update Training: The nurses will no longer go to the home/workshops to do the training in person. There is an update schedule, currently on the website.

The trainings will be in Petoskey, Cheboygan, Charlevoix and Bellaire. They will be held between May and August with am and pm classes. The classes are listed on the training website.

Equipment available: To view equipment please see [Attachment D- Free Equipment Photos](#). The equipment is all free and can be picked up at the Boyne City NCCMH location. If you are interested, please contact Linda at 231. 439.1230 or kleiber@norccmh.org.

Guidelines for Completing the Proof of Training Form: See Attachment E: Guidelines for Proof of IPOS Training Form to review. If you have any questions, please contact Linda.

SPECIALIZED RESIDENTIAL CHECKLIST - Amy Christie, NCCMH Chief Clinical Officer

Sue Petee-Eubank – Quality & Utilization Specialist - filled in for Amy Christie. She reviewed the [Attachment E: 'Specialized Residential Checklist' Form](#) and the description behind the 'Documentation to Review'. This form is by 'client' in the home. The case manager should automatically fill this form out and leave it with you.

Question: Kim: Will this also be a part of the NS log? No, this form stays in the home. It shows us that the documentation is there when we do the home sites.

Lani: Can this form be added to the forms online? Actually, this form is something that the case manager needs to be filling out and establishing with the provider.

DISCLOSURE REQUIREMENTS REMINDER - Lani Laporte, NCCMH Contract Manager

REVIEW: Exhibit 1 - Disclosure of Ownership (DOO): It is the same for ALL contracts. Lani reviewed the 'MANAGING EMPLOYEE', WHO THAT IS... CEO, CFO. It can be Licensee and more. There needs to be (1) at least (one) per DOO.

Questions & Answers - Open Discussion

HCBS RULE - Kim discussed that the HCBS Final rule came through. This survey must be returned. IF it is NOT filled out for each client, we are not allowed to provide the funding to the provider.

NEW TEAM MEMBER - ANGELA BALBERDE. Kim introduced Angie Balberde as the new Network Manager who is already an NCCMH employee but will be moving to begin her new position as of May 15.

ACTION ITEM: Jenny Bhaskaran from ASI asked if it were required that Providers do internal OIG checks monthly or just at hire? Lani and Kim will check in to it and publish a finite recommendation to provider network.

Lani closed the meeting at 11:51. Have a great spring!

ATTACHMENTS:

Attachment A: ANNOUNCEMENTS – May 2, 2023

Attachment B: NorthStar – Portal Dashboard

Attachment C: Overview of Compliance training. – PowerPoint – KIM

Attachment D: Free Equipment Photos

Attachment E: Guidelines for Completing the Proof of Training Form

Attachment F: Specialized Residential Checklist Form

Attachment G: Disclosure Exhibit 1

REMINDER: NEXT PROVIDER MEETING IS ALL IN PERSON WITH A LUNCHEON FOLLOWING.

THANK YOU FOR PARTICIPATING IN OUR QUARTERLY PROVIDER MEETING.

NEXT PROVIDER MEETING IS 100% IN PERSON!

TUESDAY, AUGUST 1, 2023, 9:30 AM – NETWORKING;

10 AM -12 NOON MEETING; 12 NOON-1 PM NETWORKING LUNCH

(PROVIDED BY NCCMH)

- To be sure all of your desired staff are invited to future meetings, we kindly request that

providerrelations@norcocmh.org and constantcontact.com are added to your staff email server contact lists. Please 'whitelist' these email senders!

- **LOCATION FOR PROVIDER MEETING PRESENTATION MATERIAL AND NOTES:** <http://www.norcocmh.org/provider-meetings/>
- If you desire to hear about a specific topic at our quarterly provider meetings, please email our Contract Manager, Lani Laporte, at llaporte@norcocmh.org or call 231-439-1297. Topics not relevant to all providers may be scheduled at a special in-person or skype meeting time outside of regular quarterly meeting.