

**MINUTES OF THE  
IT HARDWARE/SOFTWARE SUBCOMMITTEE  
February 23, 2010**

Present at meeting were: Krista Pender DDS, Janice Chamberlain Camp Horizons, Stan Ingersoll HARC/CCPA, and Mark Kovitch Key Services/CT Nonprofit.

The committee discussed the charge of the tasks at hand and outlined concerns and goals of the work. Currently providers use various systems to track services rendered from direct services through billing. Key Services uses ETO Software; and Camp Horizons uses Therap. Other providers may use an in-house access database. The group wondered if DDS will require one system to be used by all providers or if providers can use any system they choose and continue to update/enter the data into a DDS system (such as the current WebResDay system). The question was posed to the DDS Operations Center if they, as part of the former Uniform Billing Workgroup, may have had conversations with software providers, Therap or some such provider, and what may have arose of those conversations. The invitation was extended to the Operations Center or Information Technology to attend our next meeting to discuss the vision of the system for providers and DDS to use in the future (one system for all or multiple systems with a DDS system for capturing billing/attendance data). At our next meeting, we will look at the ETO software that Key Services currently uses for their documentation system. Mark Kovitch will also survey the Business Managers at the next Trades meeting to compile a listing of software programs that are currently being used by providers.

The group agreed that any system needs to emphasize HIPAA security protections, have upload/download capability, and needs to be web-based. Ideally any system should be able to monitor services provided to billing data transmitted and also capture all documentation of services provided so that the data is readily available electronically. In future planning, the provider should also have a view capability into the individuals' LON and individual budget data to know what is authorized, providing immediate access and eliminate the case manager as the intermediary between service provider and Fiscal Intermediary.

Additional concerns:

- The group questioned the payment rate and wondered if the ability exists to determine a better payment rate (i.e. weekly rate, semi-monthly rate) and looking at the Birth to Three model and the ability to adapt that model to the community programs.
- We discussed the need to review the Waiver documents to know what is specified and reported to CMS that will define the payment rate and documentation requirements.

The IFS and Comprehensive Waivers are on the DDS website and links will be attached to the minutes so that we can review the documents.

- The group also would like Deb Duval from DDS Waiver Policy and Enrollment to attend a future meeting to discuss questions on documentation. The committee discussed an OPM Grant that is in legislation for a cooperative grant to be used for agency consolidation or software/hardware uses. Since we are not certain on the details, we will inquire of OPM at our next meeting to see if this is a possible use in our subcommittee work.

Our next meeting is tentatively scheduled for Thursday, March 11, 2010 at 1:30 at DDS in conference room C.