

DAC Meeting Minutes

Minutes from the SAMH Data Advisory Committee (DAC) Meeting in Tampa on 5/14/19

I. Introduction

Sen-Yoni opened the meeting by welcoming the members and reviewing the agenda items.

II. Meeting Agenda

The May 14, 2019 Agenda is posted under the heading “Q4/2018 Meeting Information” on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/index.shtml>.

III. Participants:

Sen Yoni Musingo (DCF)	Nathan McPherson (DCF)	Ann Berner (SEFBHN)	Jennifer Ramirez (LSF)
Tracey Fannon (DCF)	Jonathan Hall (DCF)	Roderick Harris (BBCBC)	Ryan Lavender (Netsmart)
Ute Gazioch (DCF)	Mark Granto (DCF)	Julie Patel (CFBHN)	Matt Dorman (Credible, Inc.)
Jimmers Micallef (DCF)	Jill Krohn (DCF)	Michael Lupton (CFCHS)	Sharyn Dodrill (Carisk Partners)
Barney Ray (DCF)	Frank Jowdy (DCF)	Maria Bledsoe (CFCHS)	Stephen Lord (Circles of Care)

IV. Committee Framework

Issue/Concern: Committee Membership

Sen-Yoni indicated that some submitting entity stakeholders are under-represented. Since submitting entities have different systems and different ways of doing business, they need to have adequate permanent membership representation.

Recommendation/Resolution

- a. The committee recommended the following changes in membership composition:
 - Add a data system representative of the State MH Treatment Facilities under DCF contract
 - Have three EHR/EMR permanent representatives instead of one
 - Have three permanent provider representatives instead of one
- b. Steve Lord will provide suggestion for the additional EHR/EMR and Provider representatives
- c. Mark Granto will provide suggestion for the additional representative of state-contracted facilities
- d. Tracey Fannon will update the membership composition to reflect the Committee’s recommendation

An updated version of the SAMH Data Advisory Committee Framework is posted under the heading “SAMH Data Advisory Committee Information” on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/index.shtml>.

V. Update on FASAMS Implementation Status

Sen-Yoni used PowerPoint presentation slides to provide an update on various items including the following:

- a. FASAMS Legal Authority, including statutory requirements
- b. FASAMS Interfaces and Purposes
- c. Current Data Sets and related chapters in FASAMS
- d. Data Submission Status
 - Sen-Yoni presented data tables showing the number of records submitted in FASAMS per data set and the corresponding number of records in the ME data systems. The degree of concordance between FASAMS record counts and ME record counts varied per data set across managing entities. The degree of concordance was the lowest for Admission and Discharge record counts.
 - Sen-Yoni indicated that neither the managing entities nor the providers currently have direct access to their own raw data submitted into FASAMS. This lack of access largely contributes to the discrepancy that currently exists between FASAMS record counts and Managing Entity record counts. Section VIII below describes the proposed interim solution and long-term solution to provide Managing Entities with direct access to their FASAMS data.

The “**PowerPoint Presentation**” document is posted under the heading “Materials” on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/meeting-2018q4.shtml>.

VI. Interface between FASAMS and FMMIS

- a. Some committee members (e.g., Ann Berner) would like to have a copy of the Data Sharing Agreement between DCF and AHCA to see what the interface between FASAMS and FMMIS entails.
- b. The final version of the Data Sharing Agreement with AHCA has been signed by the DCF CIO and AHCA CIO. The “**DCF-AHCA Data Agreement**” document is posted under the heading “Materials” on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/meeting-2018q4.shtml>.

VII. Subcontract Data Set Structure

a. Issue/Concern 1: Program Area Codes

Sen-Yoni indicated that the subcontract data structure currently uses four program area codes (AMH, ASA, CMH, and CSA) rather than two program area codes (MH and SA), as prescribed in Financial Rule 65E-14.021(4). He asked committee members whether there is a business needs to make changes in FASAMS to reflect the two program area codes or continue to use the four program area codes.

Recommendation/Resolution:

The committee’s initial recommendation was to use the two program area codes (MH and SA) and to create a new field for age group (Adult and Children). If implemented, this change would have significant impact on all existing FASAMS data sets, code tables, standard reports, and data extracts. Further consideration by the SAMH Program Office, in consultation with OITS FASAMS Support Team, the decision was to maintain the status quo (i.e., continue to use the four program area codes) mainly

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because the changes would require additional enhancement costs with no value-added to the current system functionality.

b. **Issue/Concern 2:**

Sen-Yoni used PowerPoint presentation slides to describe the need for enhancing the current system to address the following business requirements:

- Ability to collect and report data pertaining to expenditure OCA code and related subcontracted amount in the Subcontract Table.
- Ability to collect and report the source record identifier needed for tracking each record in the Subcontract table.
- Ability to amend subcontracted amount in the Subcontract Table rather than in the Subcontract Services Table. The system currently requires an amendment of the subcontracted amount every time there is a change in contracted amount per covered service or project in the Subcontract Services table. This amendment process has created undue and costly administrative burden to submitting entities.
- Ability to report different payment rates for adults and children in Subcontract Service Table for the same covered service or project in the same program area.
- Ability to collect and report data pertaining to type of payment (e.g., Utilization versus Availability) for individual and bundled services submitted in the Subcontract Services Table.

Recommendation/Resolution:

Committee members reviewed and approved recommended changes needed to address the above business requirements. “**Memorandum #20190514-A**” provides detailed descriptions of the recommended changes, the benefits and risks for making these changes, as well as the milestones and timelines for implementing these changes in FASAMS during the 1st Quarter of FY 2019-20 (July thru September 2019). This memorandum is posted under the heading “Minutes and Memoranda” on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/meeting-2018q4.shtml>.

c. **Issue/Concern 3: Services Paid on Basis of Cost Reimbursement Method**

There was a concern that the Subcontract Data Set currently does not collect and report data related to covered services and related contracted amounts paid on actual cost reimbursement method. Sen-Yoni asked whether FASAMS should capture these.

Recommendation/Resolution:

The recommendation from committee members was to appoint a subcommittee to delve into this issue and make recommendation. Suggested subcommittee members would include Barney Ray, Jimmers Micallef, Frank Jowdy, and Steve Lord.

d. **Issue/Concern 3: Subcontract Data Validation Rules**

Prior to the meeting, committee members received a document titled “Attachment 3 – Crosswalk Matrices 2019-04-29”. The “**Project Crosswalk Matrices**” document is posted under the heading “Materials” on the FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/meeting-2018q4.shtml>.

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Recommendation/Resolution:

Committee members need to review this document and provide Jimmers with feedback/comments as needed.

VIII. Admission Episode Data Set Structure

Sen-Yoni used PowerPoint presentation slides to describe the need for enhancing the current system to address the following business requirements:

- a. Ability to submit initial and transfer admission records based on business-driven processes and practices rather than data-driven processes (e.g., TEDS data collection processes).
- b. Ability to collect and report service duration for persons, who need long-term or short-term services at the time of their initial or transfer admission in residential/rehabilitation service setting.
- c. Ability to collect and report service intensity for persons, who need intensive or non-intensive services at the time of their initial or transfer admission in ambulatory outpatient service setting.
- d. Ability to collect and report data for persons, who need only methadone detoxification services at the time of their initial or transfer admission in ambulatory outpatient service setting.
- e. Ability to validate covered services and projects that can be reported as client-specific and non-client-specific in Service Event table under each service setting.
- f. Ability to provide more accurate crosswalk to TEDS Service/Treatment Setting Codes

Recommendation/Resolution:

Committee members recommended changes needed to address the above business requirements.

“**Memorandum #20190514-B**” provides detailed descriptions of the recommended changes, the benefits and risks for making these changes, as well as the milestones and timelines for implementing these changes in FASAMS during the 1st Quarter of FY 2019-20 (July thru September 2019). This memorandum is posted under “Minutes and Memoranda” for Q4/2018 Meeting Information on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/meeting-2018q4.shtml>.

IX. ME Access to FASAMS Data Sets and Codes

Nathan McPherson discussed the long-term solution and interim solution to provide Managing Entities with direct access to FASAMS data.

a. Proposed Long-term Solution

The requirement for the long-term solution is to allow DCF HQ and Managing Entities to have read-access to the same, non-production instance of the FASAMS data.

There are at least two options to implement this solution:

- Use existing resources to purchase an additional server through an amendment of the existing DCF contract with FEi. FEi will use this server to create a new database instance that contains a copy of all the data sets in production environment. FASAMS will refresh this database nightly. If this option is approved, FEi plan is to design, develop and implement this solution by September 2019.

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- Use the JBoss Data Virtualization software, which DCF HQ and Managing Entities will use as User Interface tool to access data submitted into FASAMS. Currently, no decision has been made and there is no ETA for implementing this solution.

b. Proposed Interim Solution

- DCF will develop reports in SQL Server Reporting Services (SSRS), which submitting entities can execute and export the FASAMS data into their database systems for further analysis.
- At the minimum, each SSRS report includes the Source Record Identifier (SRI) of each data set. The Managing Entities will use the SRI and other key data elements in the report to identify the matching records in their database system. DCF plan is to design, develop, and implement this interim solution by June 30, 2019.

X. Unique Client Identifier (UCI)

As part of the FASAMS enhancement, Sen-Yoni indicated that FEi is building two new reports, which will allow submitting entities to retrieve all of their clients with Unique Client Identifiers (UCI) and clients without a UCI. The plan is to design and implement this enhancement into FASAMS during the 4th Quarter of FY 2018-19 (April thru June 2019). The User Acceptance Testing (UAT) and documentation of this enhancements in FASAMS is due July 31, 2019, and its deployment into production is due August 1, 2019.

XI. Targets for Outcome and Output Measures

The system currently captures data needed to calculate the actual performance outcome and output measures. The system enhancement requires a new XML file to capture the performance targets for both outcome and output measures.

This enhancement is part of the FASAMS changes to be developed during the 4th Quarter of FY 2018-19 (April thru June 2019). The plan is to design and implement this enhancement into FASAMS during the 4th Quarter of FY 2018-19 (April thru June 2019). The User Acceptance Testing (UAT) and documentation of this enhancements in FASAMS is due July 31, 2019, and its deployment into production is due August 1, 2019.

XII. New Baker Act Data Elements in Treatment Episode

The current system needs enhancement to collect and submit additional fields related to roles and training needs of the persons who initiate the Baker Act. FEi developed and published the “FASAMS Requirements Document – 0003_Baker Act Role (8349)” since April 8, 2019, by providing technical requirement specifications needed by the submitting entities to start making changes in their database systems.

This document is part of the materials presented during the committee meeting on May 14, 2019. It is posted under “Q4 2018 Enhancements” on DCF website at <https://www.myflfamilies.com/service-programs/samh/fasams/index.shtml>.

A table, which outlines the actions steps and timelines for implementing this and other FASAMS enhancements per quarter at State, Managing Entity, and Provider levels, is posted on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/index.shtml>.

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XIII. **New Pregnancy Data Elements in Treatment Episode**

The current system needs enhancement to collect and submit additional fields related to pregnancy in the Health Subentity of the Performance Outcome Measure and in the Discharge Entity of the Treatment Episode Data Set. FEi developed and published the “FASAMS Requirements Document – 0002_Tracking Pregnancy” since March 17, 2019, by providing technical requirement specifications needed by the submitting entities to start making changes in their database systems.

This document is part of the materials presented during the committee meeting on May 14, 2019. It is posted under “Q4 2018 Enhancements” on DCF website at <https://www.myflfamilies.com/service-programs/samh/fasams/index.shtml>.

XIV. **Migration of Legacy SAMHIS Data Modules**

Nathan McPherson indicated that three data modules (i.e., SANDR, TANF, and DOC application) are currently not part of the FASAMS, and DCF is still maintaining and operating these data modules in a separate SAMHIS environment. The DCF OITS Office’s plan is to analyze the current business requirements of each data module, propose the changes needed in each data module, and recommend the options and costs for implementing each data module in a new environment. Nathan indicated that this data analysis will be completed by June 30, 2018.

XV. **Exporting Non-client Specific Service Event Data from PBPS to FASAMS**

Sen-Yoni indicated that SAMH Policy SME (Ute) has decided that PBPS service event data, when and if, are exported from PBPS to FASAMS, they must be reported in FASAMS as non-client-specific events. Sen-Yoni also indicated that SAMH QA staff members have developed an Excel file template, which PBPS administrator can use to extract the PBPS service event data elements needed in FASAMS. This template is already programmed to convert the Excel file into an XML file, which the PBPS administrator can send to the appropriate Managing Entity for monthly submission into FASAMS.

XVI. **Reliability of FASAMS Data**

Issue/Concern:

Submitting Entities are concerned that the current FASAMS data aren’t totally reliable and will have a negative effect on their contracts’ performance measures. Sen-Yoni reiterated the fact that neither the MEs nor Providers currently have access to raw data they submitted into FASAMS and, therefore, are currently unable to compare what they have in their database systems versus what they submitted in FASAMS. This makes it very difficult to identify records in FASAMS that are not in the ME database systems and vice versa.

Recommendation/Resolution

The recommendation is to provide the long-term solution and interim solution to provide Managing Entities with direct access to FASAMS data, as specified above in **Section IX**.

As part of the quality assurance processes, DCF currently requires each ME to provide a quarterly report showing the record counts per data set in the ME data systems. DCF then compares these ME record counts to the corresponding record counts in the FASAMS data set. Sen-Yoni’s recommendation is to require each ME to provide monthly rather than quarterly report.

XVII. **ProvInfo Data Element**

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Issue/Concern:

Most SAMHIS chapters had PROVINFO data element, which was used locally by the provider to identify or track the SAMHIS records back to their local data system. This data element no longer exists in FASAMS data sets and a committee member (Steve Lord) would like to have this data element added to FASAMS data sets.

Recommendation/Resolution

Sen-Yoni indicated that this data element no longer has any value-added to the FASAMS functionality, as each FASAMS record now has a source record identifier (SRI), which providers can use to identify or track each FASAMS record to the corresponding record in their local systems.

XVIII. Integration of Supplemental Data Sets

The current system needs enhancement to integrate data elements from nine supplemental data sets, which are submitted to DCF in various file formats outside FASAMS. As part of the materials for the May 14th meeting, committee members received an Excel document titled "05.15.2019 Supplemental Data Sets Integration". The "**Supplemental Data Sets Integration**" document is posted under "Materials" for Q4/2018 Meeting Information on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/meeting-2018q4.shtml>.

Sen-Yoni indicated that these supplemental data sets are part of the SAMH data issues identified by the DCF Secretary as "administrative burdens" for submitting entities and, therefore, must be addressed without delays.

Recommendation/Resolution

Committee members made the following recommendations:

- a. DCF will complete the gap analysis and identify the data elements per data set that must be added to FASAMS.
- b. SAMH Policy staff, in collaboration with SAMH Quality Assurance staff, will review the additional data elements and make final recommendation for committee members' review and comments.

DCF has already completed the gap analysis and has developed an implementation plan, including recommendations for integrating each of the 12 supplemental data sets into FASAMS. This plan and recommendations are part of the Memorandum #20190717-A, which provides detailed descriptions of the recommended changes, as well as the benefits and risks for making these changes. This memorandum is posted under "Minutes and Memoranda" for Q1/2019 Meeting Information on FASAMS website at <https://www.myflfamilies.com/service-programs/samh/fasams/meeting-2018q4.shtml>.